

DS-4024e

Registration Home - Microsoft Internet Explorer provided by UNCLASSIFIED 1.00

Address: https://travelregistration.state.gov/librs/home.asp?key=3EE1C18C2978DAFF2A9F1A520CB812B487A7EE8B&rn=178590

www.state.gov | travel.state.gov



# U.S. DEPARTMENT of STATE

Registration Home | Travel Info | Privacy Act | Help

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## Registration Home

### Welcome to the Registration Home Page

**What is Travel Registration?**

Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.

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**Why should I register?**

Millions of Americans travel abroad every year and encounter no difficulties. However, U.S. embassies and consulates assist nearly 200,000 Americans each year who are victims of crime, accident, or illness, or whose family and friends need to contact them in an emergency. When an emergency happens, or if natural disaster, terrorism, or civil unrest strikes during your foreign travel, the nearest U.S. embassy or consulate can be your source of assistance and information. By registering your trip, you help the embassy or consulate locate you when you might need them the most. Registration is voluntary and costs nothing, but it should be a big part of your travel planning and security.

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**How can the embassy or consulate assist me while I am abroad?**

U.S. consular officers assist Americans who encounter serious legal, medical, or financial difficulties. Although consular officers cannot act as your legal counsel or representative, they can provide the names of local attorneys and doctors, provide loans to destitute Americans, and provide information about dangerous conditions affecting your overseas travel or residence. Consular officers also perform non-emergency services, helping Americans with absentee voting, selective service registration, receiving federal benefits, and filing U.S. tax forms. Consular officers can notarize documents, issue passports, and register American children born abroad. Most embassies and consulates have web sites with more information.

Registration through this website is NOT considered proof of U.S. citizenship. If you apply for any American citizen services from the embassy or consulate while abroad, you will be asked by the consular staff to provide proof of U.S. citizenship, such as a U.S. passport or American birth certificate.

[REGISTER MY TRIP](#)

**Registration and Privacy**

The Department of State is committed to ensuring that any personal information received by our overseas embassies and consulates pursuant to the registration process, whether in person or otherwise, is safeguarded against unauthorized disclosure. The data that you provide the Department of State is subject to the provisions of the [Privacy Act \(5 U.S.C. 552a\)](#). This means that the Department of State will not disclose the information you provide us in your registration application to any third parties unless you have first given us written authorization to do so, or unless the disclosure is otherwise permitted by the Privacy Act.

Authority: 22 U.S.C. 2715, and 22 U.S.C. 4802 (b).

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Registration through this website is NOT considered proof of U.S. citizenship. If you apply for any American citizen services from the embassy or consulate while abroad, you will be asked by the consular staff to provide proof of U.S. citizenship, such as a U.S. passport or American birth certificate.

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**How will my information be used?**

The Department of State and its overseas embassies and consulates request this information only to inform and assist Americans traveling or residing in foreign countries. All personal information you provide is secure and protected by the Privacy Act of 1974. Your personal data will remain in active files for twelve months after the completion of your last trip, your last registration activity, or your departure date from your foreign country of residence. At that time you will receive an e-mail notifying you that your registration data records, log-on, and password will be automatically deleted after three months unless you take steps keep your registration active. No data from the IBRS system will be archived. Indefinite registrations of long-term overseas residents will remain in the file indefinitely unless edited or deleted by the registrant.

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**What if I am already living abroad?**

Register as a Long-Term Traveler. You then have the opportunity to provide information about your foreign residence, and you can opt to receive information from the nearest embassy or consulate. If you create a password, you can update your personal information on this website at any time.

If you have a residence or contact address in the U.S., use that address as your Personal Information address, and your foreign residence as your Long-Term Trip address. If you do not have a U.S. residence or contact address, use your foreign residence as both your Personal Information address and your Long-Term Trip address.

**I just want information about the country I'm visiting.**

You don't have to register to get travel information from the Department of State. A current listing of all Travel Warnings, Public Announcements, and Consular Information Sheets can be found at [travel.state.gov](http://travel.state.gov). If you would like to sign up to get updated information sent to you by email for any country, use the "Travel Info" link at the top of this page. For more details about Travel Registration, use the "Help" link at the top of this page. Find more information at your local [U.S. Embassy or Consulate](#) website.

[REGISTER MY TRIP](#)

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Registration Home >> Register Trip

### SHORT TERM TRIP

**Short-Term Traveler**

If you are traveling outside the United States and plan to return after a brief time (usually less than six months), you should select the short-term option. Tourists and business travelers are examples of travelers selecting the short-term option. While you travel, your information will be available to U.S. consular officers should they need to contact or locate you in an emergency.

[New Short-Term Traveler](#)

**Long-Term Traveler / Overseas Resident**

If you reside in a foreign country, or will stay in a foreign country for an extend period of time, you should select the long-term option. If you make frequent trips to the same country, you may also wish to use the long-term option.

Long-term travelers and overseas residents have their information registered directly at the U.S. embassy or consulate nearest their foreign residence or travel destination. To have your information go to the nearest embassy or consulate, first put information about your U.S. residence or contact address in the Personal Information Section. Then add information about your foreign residence or travel destination by pressing the Add Trip / Overseas Residence button. If you have no U.S. residence or contact address, use your foreign residence for your Personal Information address, and ALSO fill out the Add Trip / Overseas Residence section with the same address. You may add information about travel companions or members of your household, as well as your business address and additional ways to contact you. This will help U.S. consular officers provide you with emergency and routine services. U.S. embassies and consulates often distribute important security information to Americans residing in their regions.

[New Long-Term Traveler / Overseas Resident](#)

**Travel Agent or Organizational Representative**

If you are organizing a trip for other travelers and are not traveling yourself, your organization's information should be filled out.

[New Organizational User](#)

**Returning Long-Term Travelers, Overseas Residents, and Organizational Users, please enter your username and password, then press Login.**

Username:

Password:

Local intranet

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Registration Home >> Register Trip >> Short-Term Trip

**Please Note:**  
An asterisk (\*) denotes a required field.

**Registration Instructions**

- Enter your name, contact information, and Date of Birth in the Personal Information section. You should have your passport ready if you would like to enter your Passport Information.
- Your Emergency Contact should be someone who is not traveling with you. Remember to leave a detailed itinerary and the numbers of your passport or other citizenship documents with someone who is not traveling.
- Add contact information about any Additional Travelers if you are traveling with one or more family members or companions.
- Provide enough information about your travel destination to help a U.S. consular officer contact you in case of an emergency, including the dates you will be traveling (approximate dates are acceptable). Providing the hotel name, the city, and the country will be useful, even if you cannot

Fill out your Personal Information. The following fields must be completed: **First Name, Last Name, and Date of Birth**. Additionally, you must include one form of contact information (**Full Address, Email Address, Phone Number, or Fax Number**).

**Personal Information:** [TOP](#) | [BOTTOM](#)

First Name*:	Middle Name:	Last Name*:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1:			
<input type="text"/>			
Address Line 2:			
<input type="text"/>			
City:			
<input type="text"/>			
U.S. State:	Foreign State/Province:		
<input type="text"/>	<input type="text"/>		
Postal Code:	Country:		
<input type="text"/>	<input type="text"/>		
Phone:	Fax:		
<input type="text"/>	<input type="text"/>		
Email Address:			
<input type="text"/>			
Date of Birth*:	Gender:		
<input type="text"/> <input type="text"/> <input type="text"/> (e.g. 1977)	<input type="text"/>		
Citizenship:			
<input type="text"/>			

Local intranet

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hotel name, the city, and the country will be useful, even if you cannot provide the hotel phone number. If you are traveling to additional cities or countries, press the Add Additional Destination button to enter information about those destinations.  
 - You will be asked to confirm that you have read the Privacy Act Notice. In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your express authorization.

**Travel Registration**

The Travel Registration service for American citizens allows you to register your contact information, including emergency contacts, through the Internet.

The data you provide is encrypted and secure behind Department of State firewalls, and accessible only by authorized State Department personnel in Embassies, Consulates, and the Department of State in order to assist you.

Should an emergency in your country arise, the Embassy will attempt to contact you immediately to advise you of the situation.

**Paperwork Reduction Act Statement**

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the

Citizenship:

Comments: *(limit 300 characters)*

**Passport Information:** [TOP](#) | [BOTTOM](#)

Passport Number:

Passport Place of Issue (Authority):

Passport Date of Issue:    (e.g. 2005)      Passport Date of Expiration:    (e.g. 2005)

Fill out your Emergency Contact information. Your Emergency Contact should be someone who is not traveling with you. If you enter any information in this section then a **First Name**, **Last Name**, and one form of contact information is required (**Full Address**, **Email Address**, **Phone Number**, or **Fax Number**).

**Emergency Contact Information:** [TOP](#) | [BOTTOM](#)

First Name:       Middle Name:       Last Name:       Suffix:

SAME AS ABOVE ADDRESS

Address Line 1:

Address Line 2:

City:

U.S. State:       Foreign State/Province:

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Address: https://travelregistration.state.gov/librs/indiv/st\_trip.asp?key=3EE1C1BC2978DAFF2A9F1A520CB812B487A7EE8B8&m=636157

collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a valid Office of Management and Budget (OMB) number. If you have comments on the accuracy of this burden estimate or recommendations for reducing it, please send them to: Information Collection Coordinator, U.S. Department of State, A/RPS/DIR, Washington, DC 20520.  
 OMB Approval No.: 1405-0152  
 Expiration Date: 10/31/2006  
 Estimated Burden: 10 minutes  
 Form: DS-4024

U.S. State:       Foreign State/Province:

Postal Code:       Country:

Phone:       Fax:

Email Address:

Relationship to Primary Traveler:       Other Means of Contact:

Press the Add Additional Travelers button if you are traveling with one or more companions. The system will allow you to provide personal and contact information for each travel companion.

**Additional Travelers:** [TOP](#) | [BOTTOM](#)

Please provide enough information about your Destination to help a U.S. consular officer contact you in case of an emergency. The following fields must be completed: **Destination Date of Arrival**, **Destination Date of Departure**, and **Country**.

**Itinerary:** [TOP](#) | [BOTTOM](#)

Destination Date of Arrival\*:    (e.g. 2005)      Destination Date of Departure\*:    (e.g. 2005)

Purpose of Visit: *(limit 200 characters)*

**Destination Information:** [TOP](#) | [BOTTOM](#)

Destination Type:

Address Line 1:

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Address Line 1:

Address Line 2:

City:  Foreign State/Province:

Postal Code:  Country\*:

Phone:  Fax:

Email Address:

Press the Add Additional Destination button if you are traveling to additional cities or countries. The system will allow you to provide details about your other destinations.

**Additional Destination Information:** [TOP](#) | [BOTTOM](#)

Fill out your Privacy Act information. You must check the checkbox to indicate that you have read the **Privacy Act Notice** in order to continue to the next page.

**Privacy Act Information:** [TOP](#) | [BOTTOM](#)

REGISTRATION AND PRIVACY:

The Department of State is committed to ensuring that any personal information received by our overseas embassies and consulates pursuant to the registration process, whether in person or otherwise, is safeguarded against unauthorized disclosure. The data that you provide the Department of State is subject to the provisions of the [Privacy Act \(5 USC 552a\)](#). This means that the Department of State will not disclose the information you provide us in your registration application to any third parties unless you have first given us written authorization to do so, or unless the disclosure is otherwise permitted by the Privacy Act.

Authority: 22 U.S.C 2715, and 22 U.S.C 4802 (b).

Purpose: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination.

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Purpose: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination.

The information solicited on this form may be made available as a routine use to appropriate agencies whether federal, state, local, or foreign, to assist the Department in the evacuation or provision of emergency service to U.S. citizens, or for law enforcement and administration purposes or pursuant to court order. The information is also made available to private U.S. citizens, known as wardens, designated by U.S. embassies to assist in communicating with the American community in an emergency. For a complete statement of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine uses set forth in the systems description for Overseas Citizens Services Records (State-05), found at <http://foia.state.gov/issuances/priviss.asp>. Lastly, while this internet site uses secure encryption to safeguard your privacy and therefore any unauthorized interception by third parties of the information you send via the internet is unlikely, please keep in mind that the Department of State is not responsible for any such interception.

I have read the terms of the Privacy Act Notice\*

I do not authorize the State Department to disclose my information to anyone except as authorized by law.

I agree to allow the State Department to disclose my information to:

- Family Members
- Friends
- Legal Representative
- Media
- Medical Representative
- Members of Congress
- Other

Waiver Comments: (Please use the space below to specify individuals, explain or clarify your response, or describe your selection of "Other". *limit 200 characters*)

When you have completed the Short-Term Trip form, press the Continue button to proceed to the Confirmation page.

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# LONG TERM TRIP

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Registration Home >> Register Trip >> New Long-Term User

**Please Note:**  
An asterisk (\*) denotes a required field.

**Registration Instructions**  
- Enter your name, contact information, and Date of Birth in the Personal Information section. You should have your passport ready if you would like to enter your Passport Information.  
- If you are residing in a foreign country and do not have a U.S.-based address, enter your foreign address in this section and the next section.  
- If you are residing in a foreign country and do have a U.S.-based address, enter your U.S.-based address in this section. You will be asked to enter information about your foreign address and members of household in the next section.  
- Your Emergency Contact should be someone who is not traveling or residing with you. Remember to leave a detailed itinerary and the numbers of your passport or other citizenship documents with someone who is not traveling or residing with you.

Fill out your Personal Information. The following fields must be entered: **First Name, Last Name, and Date of Birth.** Additionally, one form of contact information must be entered (**Full Address, Email Address, Phone Number, or Fax Number.**)

**Personal Information:** [TOP](#) | [BOTTOM](#)

First Name\*:  Middle Name:  Last Name\*:  Suffix:

Also Known As 1:  Also Known As 2:

Address Line 1:

Address Line 2:

City:

U.S. State:

Foreign State/Province:

Postal Code:

Country:

Phone:

Fax:

Email Address:

Occupation:

Date of Birth\*:    (e.g. 1977)

Gender:

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Address: https://travelregistration.state.gov/libr/indiv/lt\_userinfo.asp?key=3EE1C1BC2978DAFF2A9F1A520CB812B487A7EE8B8&rn=790583&mode=Add%20New

numbers of your passport or other citizenship documents with someone who is not traveling or residing with you.

- You will be asked to confirm that you have read the Privacy Act Notice. In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your express authorization.

**Travel Registration**  
The Travel Registration service for American citizens allows you to register your contact information, including emergency contacts, through the Internet.

The data you provide is encrypted and secure behind Department of State firewalls, and accessible only by authorized State Department personnel in Embassies, Consulates, and the Department of State in order to assist you.

Should an emergency in your country arise, the Embassy will attempt to contact you immediately to advise you of the situation.

Fill out your Emergency Contact information. Your Emergency Contact should be someone who is not traveling or living with you. If you enter any information in any of the fields then **First Name, Last Name** and one form of contact information must be entered (**Full Address, Email Address, Phone Number, or Fax Number.**)

Date of Birth\*:    (e.g. 1977)

Gender:

Mother's Maiden Name:

Marital Status:

Citizenship:

Comments: *(limit 300 characters)*

**Passport Information:** [TOP](#) | [BOTTOM](#)

Passport Number:

Passport Place of Issue (Authority):

Passport Date of Issue:    (e.g. 2005)

Passport Date of Expiration:    (e.g. 2005)

**Emergency Contact Information:** [TOP](#) | [BOTTOM](#)

First Name:  Middle Name:  Last Name:  Suffix:

SAME AS ABOVE ADDRESS

Address Line 1:

Address Line 2:

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Address Line 2:

City:

U.S. State:

Foreign State/Province:

Postal Code:

Country:

Phone:

Fax:

Email Address:

Relationship to Primary Traveler / Resident:

Other Means of Contact:

Fill out your Privacy Act information. You must check the checkbox to indicate that you have read the **Privacy Act Notice** to proceed.

**Privacy Act Information:** [TOP](#) | [BOTTOM](#)

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Authority: 22 U.S.C.2715, and 22 U.S.C.4802 (b).

Purpose: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination.

The information solicited on this form may be made available as a routine use to appropriate agencies whether federal, state, local, or foreign, to assist the Department in the evacuation or provision of emergency service to U.S. citizens, or for law enforcement and administration purposes or pursuant to court order. The information is also made available to private U.S. citizens, known as wardens, designated by U.S. embassies to assist in communicating with the American community in an emergency. For a complete statement of the routine uses to which this information may be put, see the Prefatory Statement of Routine Uses and the listing of routine uses set forth in the systems description for Overseas Citizens Services Records (State-05), found at <http://oia.state.gov/issuances/priviss.asp>. Lastly, while this internet site uses secure encryption to safeguard your privacy and therefore any unauthorized interception by third parties of the information you send via the internet is unlikely, please keep in mind that the Department of State is not responsible for any such interception.

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I have read the terms of the Privacy Act Notice\*

I do not authorize the State Department to disclose my information to anyone except as authorized by law.

I agree to allow the State Department to disclose my information to:

- Family Members
- Friends
- Legal Representative
- Media
- Medical Representative
- Members of Congress
- Other

Waiver Comments: (Please use the space below to specify individuals, explain or clarify your response, or describe your selection of 'Other'. *limit 200 characters*)

Press the Continue button to proceed to the Create Login and Password page.

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# NEW ORGANIZATIONAL USER

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Address: https://travelregistration.state.gov/libr/org/new\_orginfo.asp?key=3EE1C1BC2978DAFF2A9F1A520CB812B487A7EE8B8rn=764669&mode=Add%20New

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**Please Note:**  
An asterisk (\*) denotes a required field.

**Travel Registration**  
The Travel Registration service for American citizens allows you to register your contact information, including emergency contacts, through the Internet.

The data you provide is encrypted and secure behind Department of State firewalls, and accessible only by authorized State Department personnel in Embassies, Consulates, and the Department of State in order to assist you.

Should an emergency in your country arise, the Embassy will attempt to contact you immediately to advise you of the situation.

Fill out your Organization Information. The following fields must be entered: **Organization Name**, **Point of Contact First Name**, **Point of Contact Last Name**, and **Point of Contact Date of Birth**. Additionally, one form of contact information must be entered (**Full Address**, **Email Address**, **Phone Number**, or **Fax Number**).

**Organization Information:** [TOP](#) | [BOTTOM](#)

Organization Name\*:

**ORGANIZATION POINT OF CONTACT:**

First Name\*:  Middle Name:  Last Name\*:  Suffix:

Title:

Address Line 1:

Address Line 2:

City:

U.S. State:  Foreign State/Province:

Postal Code:  Country:

Phone:  Fax:

Done

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Address: https://travelregistration.state.gov/libr/org/new\_orginfo.asp?key=3EE1C1BC2978DAFF2A9F1A520CB812B487A7EE8B8rn=764669&mode=Add%20New

The data you provide is encrypted and secure behind Department of State firewalls, and accessible only by authorized State Department personnel in Embassies, Consulates, and the Department of State in order to assist you.

Should an emergency in your country arise, the Embassy will attempt to contact you immediately to advise you of the situation.

Title:

Address Line 1:

Address Line 2:

City:

U.S. State:  Foreign State/Province:

Postal Code:  Country:

Phone:  Fax:

Email Address:

Comments: *(limit 200 chars)*

When you have completed the New Organization Information form, press the Continue button to go to the Create Username/Password page.

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