

AGNATO DS-1648


OMB Submission



August 19, 2013

Bureau of Consular Affairs
Consular Systems and Technology

Instructions Page



U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO Visa Application

Instructions

Welcome to the Consular Electronic Application Center Instructions Page. This online A/G/NATO Visa Application can be completed to initiate the application process.

What you need:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- The minimum version of Internet Explorer (Windows) that this site supports is version 5.0 service pack 2 or higher.
- The minimum version of Netscape that this site supports is version 6.2 or higher.


Note: The time to download each page may vary depending on the speed of your Internet connection. Please be patient.

Instructions for completing the online A/G/NATO Visa Application:

1. Enter the information requested into the appropriate spaces on each page. Please answer **all** questions. Your answers must be in English and must use English characters. Letters like ñ, é, ü, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin.
2. Review the information you entered for accuracy.
3. Print the confirmation page.


Notice 22 C.F.R.6 41.103 requires an applicant to sign and submit his or her own nonimmigrant visa application unless otherwise exempt. Although the applicant may receive assistance from a third party in preparing the application, the applicant is required to click the "Sign and Submit" button at the end of the application. The applicant's failure to sign the application may result in a termination of the application.

Start Application



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Getting Started Page



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Address and Phone

Passport

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Domestic A/G/NATO Visa Application

Getting Started

NOTE: This application is not for A-3, G-5, or NATO-7 employees. Also, please be aware that if there is no activity for 20 minutes or more in the process of completing this online application, your session will expire and all entered data will be lost.

Information on Completing the Application

The Consular Electronic Application Center will permit you to complete an application online; however no partially completed applications will be stored online. If you need to stop the application before it has been completed for any reason, click the 'Save' button at the bottom of the last page you have completed and follow the instructions to save the application data to a file. When you return to the Consular Electronic Application Center, click on the 'Upload a Previous Application' button to upload the previously saved data.

Please have your passport, previous visa information (if applicable), and any other documents relevant to your intended travel to the United States ready and available for your reference before you start the application process.

As part of the electronic submission of your application, you will be asked to provide an electronic copy of a photo of the applicant. The photo must meet requirements for photo submission. If you wish to test your photo prior to beginning the application, you may use the test photo button below.

Click the button below to test your photo:

Test Photo

Click here to review the photo standards guide

Further instructions on how to complete the application are found on the [Instructions page](#).

Begin/Resume Application Process

Step 1) Select the location where you will be submitting your application:

Note: If you are assigned to the UN or you are assigned to a delegation to the UN, your application location should be U.S. Mission to the UN. If you are assigned to your country's Embassy or Consulate or you are assigned to an international organization other than the UN, your application location should be Diplomatic Liaison of the Visa Office in Washington, DC.

Location

- SELECT ONE -

Step 2) Select from one of the following options:

Option A - Start a New Online Application


Click the button below to begin the online application:

Start a New Application

Option B - Upload a Previously Saved Application

Click the button below to continue completing an existing application or to start a new one using previously saved data:

Upload a Previous Application



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Personal Information Page



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Domestic A/G/NATO Visa Application

OMB CONTROL NUMBER: 1405-0100

FORM NUMBER: DS-1648

EXPIRATION DATE: XX-XX-XXXX

ESTIMATED BURDEN: 30 MIN

Personal Information 1

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NOTE: All data on this page must match the information as it is written in your passport.

Surnames

(e.g. FERNANDEZ GARCIA)

Given Names

(e.g. JUAN MIGUEL)

Date of Birth

(Format: DD-MMM-YYYY)

Country/Region of Origin (Nationality)

- SELECT ONE -

Place of Birth

City

Country/Region

- SELECT ONE -

Sex

Male

Female

Marital Status

-SELECT ONE-

Back: Getting Started

Save

Next: Tour and Embassy

Help: Surnames


Enter all surnames as listed in your passport. If only one name is listed in your passport, enter that in Surnames.

Help: Given Names

If your passport does not include a given name, please enter "FNU" in Given Names.

Help: Date of Birth

If day or month is unknown, enter as shown in passport.



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Tour and Embassy Information page



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Tour and Embassy Information

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Estimated Tour/Employment Completion Date

Mission/Organization Information

Sponsoring Mission/Organization

U.S. Address (Line 1)

U.S. Address (Line 2) *Optional

City

State

- SELECT ONE -

Zip Code

(e.g. 55555)


Help: Sponsoring Mission/Organization

Enter "Embassy of your country" or the name of your International Organization or U.S. military base.

Back: Personal

Save

Next: Address and Phone



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Address and Phone Information Page



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Domestic A/G/NATO Visa Application

Address and Phone Information

U.S. Residential Address

U.S. Residential Address (Line 1)

U.S. Residential Address (Line 2) *Optional

City

State

- SELECT ONE -

Zip Code

(e.g. 55555)

Help: U.S. Residential Address

Provide the street address, apartment number and other information for your personal residence.

Mailing Address

Q:

Is your Mailing Address the same as your U.S. Residential Address?

A:

☐ Yes

☐ No

Email Address

Q:

Do you have an Email Address?

A:

☐ Yes

☐ No

Phone Numbers

Home Phone

(e.g. 555-555-5555)


Mission/Org Phone

(e.g. 555-555-5555)

Back: Tour and Embassy

Save

Next: Passport



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Displayed for all users. Answered 'No' to the first question and 'Yes' to the second question.

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Passport Information Page



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Passport Information

NOTE: All data on this page must match the information as it is written in your passport.

Passport Type

- SELECT -

Passport Number

Country/Authority that Issued Passport

- SELECT ONE -

Where was the Passport Issued?

City

Country/Region

- SELECT ONE -

Issuance Date

Expiration Date

(Format: DD-MMM-YYYY)

(Format: DD-MMM-YYYY)


Help: Expiration Date

In most cases your passport must have at least six months of validity beyond the date of your visa application and/or your arrival in the United States. There are exceptions to this rule; please see Volume Nine of the Foreign Affairs Manual section 41.104 for more information.

Back: Address and Phone

Save

Next: PID




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Personal Identification Information Page



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Personal Identification Information

Q:

Are you a member of the military without a PID or a NATO visa holder?

A:

☐ Yes

☐ No

Personal Identification Number (PID)

-

(e.g. 1234-1234)

Help: Personal Identification Number

If you are a member of the military without a PID or NATO visa holder, enter 0000-0000.

Q:

Are you the Principal Applicant?

A:

☐ Yes

☐ No

Help: Principal Applicant

If you are not the person who will be working at a mission, select No.

Back: Passport

Save

Next: Photo



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Personal Identification Information Page

Answered No to all questions.



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Personal Identification Information

Q: Are you a member of the military without a PID or a NATO visa holder?

A: ☐ Yes ☒ No

Personal Identification Number (PID)

-

(e.g. 1234-1234)

Help: Personal Identification Number

If you are a member of the military without a PID or NATO visa holder, enter 0000-0000.

Q: Are you the Principal Applicant?

A: ☐ Yes ☒ No

Provide the following information:

Relationship to Principal Applicant
-SELECT ONE-

Principal Applicant's PID

-

(e.g. 1234-1234)

Principal Applicant's Surname (as in Passport)

Principal Applicant's Given Name

Help: Principal Applicant

If you are not the person who will be working at a mission, select No.


Help: Principal Applicant's PID

If the Principal Applicant is a NATO visa holder or a member of the military without a PID, enter 0000-0000.

Back: Passport

Save

Next: Photo



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Upload Photo Page

This is the page that is also displayed when clicking the “Test Photo” from the Getting Started page. The user is accessing the Quality of the Web (QOTW) application.



U.S. DEPARTMENT of STATE

CONSULAR ELECTRONIC APPLICATION CENTER

Upload Photo

Prepare Photo for Submission

Please refer to the Department of State's [image requirements](#).

To assist in preparing your image, you may click on the icon to the right to use a Department of State photo cropping tool. You may use this tool to resize, rotate, and/or crop a photo on your computer to meet the Department of State's head-size and [digital image submission requirements](#).




Photo Cropping Tool

Select Your Photo


Click the "Browse" button and choose a JPEG format image (i.e., .jpg file type) that is 240 Kb or less in file size.

Photo Quality Standards

In order to ensure the highest quality photos will be used in the final printed travel document, the Department of State has created a guide for you to use when creating and uploading your photos [\[see photo quality standards guide\]](#).


Photo:

Browse...






◀ Back: Cancel

Next: Upload Selected Photo ▶



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CEAC QOTW

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Photo Quality Standards Result

The user is accessing the Quality of the Web (QOTW) application.



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CONSULAR ELECTRONIC APPLICATION CENTER


Photo Quality Standards Result

 Photo passed quality standards

Your photo has successfully been uploaded and passed all quality checks. Your photo submission has been accepted.


You can continue your application at the Visa website.

Selected Photo:
A_Maria_Sample_Small.JPG






◀ Back: Select a Different Photo


Next: Continue Using This Photo ▶



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Confirm Photo Page



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Domestic A/G/NATO Visa Application

Confirm Photo

Photo Provided:




Choose a Different Photo



Back: PID

Save

Next: Review



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Review Your Entries Page

All data that has been collected is displayed for the user's review.



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Domestic A/G/NATO Visa Application

Review Your Entries

Print

Photo Provided:



[Upload New Photo](#)

Name Provided:

TEST, TEST

[Edit Personal Information](#)

Date of Birth:

1980

Country/Region of Origin (Nationality):

BHUTAN

Place of Birth:

TEST, BHUTAN

Sex:

FEMALE

Marital Status:

SINGLE

Estimated Tour/Employment Completion Date:

22 JANUARY 2014

[Edit Tour and Embassy Information](#)

Mission/Organization Information:

TEST
TEST
TEST

Country/Region:

UNITED STATES OF AMERICA

City:

TEST

State/Province:

MD

Zip/Postal Code:

22222

U.S. Residential Address:

TEST
TEST

[Edit Address and Phone Information](#)

City:

TEST

State:

MD

Zip Code:

22222

Is your Mailing Address the same as your U.S. Residential Address?:

YES

Do you have an Email Address?:

NO

Home Phone:

222-222-2222

Mission/Org Phone:

222-222-2222

Passport Type:

DIPLOMATIC

[Edit Passport Information](#)

Passport Number:

TEST

Country/Authority of Issuance:

BULGARIA

Place Where Issued:

TEST, BELGIUM

Issuance Date:

27 MARCH 2010

Expiration Date:

27 MARCH 2020

Are you a member of the military without a PID or a NATO visa holder?

YES

[Edit Personal Identification Information](#)

PID:

0000-0000

Are you the Principal Applicant?:

YES

Designated Location:


USUN-NEW YORK

[Edit Location Information](#)

Back: Confirm Photo

Save

Next: Sign and Submit



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Sign and Submit Page



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▼

SIGN

Domestic A/G/NATO Visa Application

Sign and Submit

►

Read the following information carefully before dating, electronically signing and submitting the application.

Your application is now ready to be submitted. Please note that this does not necessarily mean that your application for a nonimmigrant visa is complete, as additional information may be needed after Department of State personnel have reviewed the application.

By clicking "Sign and Submit Application" you are electronically signing the application. You are required to electronically sign your application yourself, unless otherwise exempt by regulation, even if the application has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions in this application and that your answers are true and correct to the best of your knowledge and belief. The submission of an application containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this application are unsworn declarations made under penalty of perjury. (28 U.S.C. 1746).

The information that you have provided in your application and other information submitted with your application may be accessible to other government agencies having statutory or other lawful authority to use such information, including for law enforcement and immigration law enforcement purposes. The biometrics, including the fingerprints and photograph that you provide with your application, may be used for employment verification or other U.S. law purposes.

Once you have clicked "Sign and Submit Application," you will be unable to make changes. Electronically sign by clicking the button below after you have reviewed the information in your application and determined that it is correct. After signing the application, click "Next" to continue with the application.

Date of Submission

Wednesday, April 24, 2013 - 12:00:00 AM EST


E-Signature

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Enter your passport number:


Enter the code below as shown:

TH6TPY




Sign and Submit Application

◀ Back: Review

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Next: Confirmation ▶



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Sign and Submit Page

A message at the bottom of the page is displayed when the user has successfully submitted his/her form.

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SIGN

Domestic A/G/NATO Visa Application

Sign and Submit ▶

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The information that you have provided in your application and other information submitted with your application may be accessible to other government agencies having statutory or other lawful authority to use such information, including for law enforcement and immigration law enforcement purposes. The biometrics, including the fingerprints and photograph that you provide with your application, may be used for employment verification or other U.S. law purposes.

Once you have clicked "Sign and Submit Application," you will be unable to make changes. Electronically sign by clicking the button below after you have reviewed the information in your application and determined that it is correct. After signing the application, click "Next" to continue with the application.

Date of Submission
Wednesday, April 24, 2013 - 12:00:00 AM EST

You have successfully signed and submitted your application. You cannot make any changes to your application at this point. Please click 'Next: Confirmation' to complete the application process.

◀ Back: Review

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Next: Confirmation ▶

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Confirmation Page



Domestic A/G/NATO Visa Application

Confirmation

YOU MUST PRINT this confirmation page and submit it with your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your application and confirmation page to the address specified in your account. **DO NOT** send the entire application.

If you have further questions, please contact your Embassy, Consulate, or International Organization.

This confirms the submission of the non-immigrant visa application for:

	Name Provided:	TEST, TEST
	Date of Birth:	1980
	Principal Applicant?:	YES
	Estimated Tour Completion Date:	22 January 2014
	Sponsoring Organization or Embassy:	TEST
	Country/Region of Origin (Nationality):	BRUNEI
	Passport Number:	TEST
	PID:	1234-1234
	Completed On:	24 April 2013
	Confirmation No:	AA0001IDSY

Location Selected:

U.S. Mission to the United Nations
799 UN Plaza
New York, NY 10017



A A 0 0 0 1 I D S Y

Print Confirmation

Print Application

Email Confirmation

THIS IS NOT A VISA


Version 01.01.00



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Email Page

Displayed when the user clicks the “Email Confirmation” button from the Confirmation page.



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Domestic A/G/NATO Visa Application

Email


Enter email address(es) below to send the confirmation page in Adobe Acrobat (.pdf) format. Multiple email addresses may be entered by seperating them with commas.

Email Address:

Confirm Email Address:

Back: Confirmation

Email Confirmation



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PA/PL
U.S. Department of State
Washington, D.C. 20520
202-647-6575

Also see <http://contact-us.state.gov/>


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Paperwork Reduction Act

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: PRA_BurdenComments@state.gov



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Thank You Page

Displayed is the user has clicked one of the 3 buttons on the Confirmation page.



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CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO Visa Application

Thank You

Your application has been electronically submitted. Please see the confirmation page for additional information and instructions on completing your application.

Back to Confirmation

Create a Family Application

Start Another Application

Exit Application



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