



PORT COURTESIES REQUEST

GENERAL INFORMATION			
Last Name		First Name	
[Redacted]		[Redacted]	
Title	Date of Birth (mm-dd-yyyy)	Passport Number	
Visa Foil Number		Visa Type	
For Chiefs of State and Heads of Governments, to confirm this visit, contact U.S. Secret Service (202) 406-7650 and fax (202) 406-7560. For Foreign Ministers, to confirm this visit contact U.S. Security Protection, State Department Security Service (202) 895-3600 and fax (202) 895-3613.			
Chief of State/Head of Government?	Requesting U.S. Secret Service?	If yes, Requesting Protection For?	
Foreign Minister?	Requesting State Department Diplomatic Security?	Continue on to DC?	
ARRIVAL FLIGHT INFORMATION			
First Port of Entry into the United States	Arrival Date (mm-dd-yyyy)	Arrival Time (hh:mm)	Flight Type (Select one)
Flight Carrier Name (If Commercial)		Flight Number (If Commercial)	
Aircraft Make (If Special-Private)		Aircraft Model (If Special-Private)	
Tail Number (If Special-Private)	Call Sign (If Special-Private)	FBO	
CONTINUING TO WASHINGTON, DC (Chief of State/Heads of Government or Foreign Ministers ONLY)			
Washington DC Port of Entry	Arrival Date (mm-dd-yyyy)	Arrival Time (hh:mm)	Flight Type (Select one)
Flight Carrier Name (If Commercial)		Flight Number (If Commercial)	
Aircraft Make (If Special-Private)		Aircraft Model (If Special-Private)	
Tail Number (If Special-Private)	Call Sign (If Special-Private)	FBO	
SECURITY AND PROTECTION			
If you are requesting Diplomatic Security protection, please send a Diplomatic Note to DSPL@state.gov or send a fax 202-895-3613. Notification must be submitted three business days in advance of the arrival date.			
For Chiefs of State/Heads of Government: Are you requesting U.S. Government Security Protection from the U.S. Secret Service? _____			
If yes, are you requesting protection for the duration of the visit OR Courtesies of Port only? _____			
For Foreign Ministers - Will you request U.S. Government Security Protection from the State Department Diplomatic Security Service? _____			

GREETERS: Per U.S. Government regulations, there is a maximum of two (2) greeters allowed in the government inspection area for all arrivals.

Greeter 1 Name	Greeter 1 Title
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Greeter 2 Name	Greeter 2 Title
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ARMED SECURITY

If armed security personnel is accompanying the dignitary, U.S. Secret Service or Diplomatic Security must be notified three business days in advance of the arrival date.

ARMED SECURITY 1

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 2

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 3

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 4

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 5

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 6

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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ARMED SECURITY 7

Name	Rank	Service	Passport Number	Visa Type
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Weapon (<i>Make</i>)	Weapon (<i>Model</i>)	Weapon (<i>Serial Number</i>)	Weapon (<i>Caliber</i>)	Weapon (<i>No. rounds of ammunition</i>)
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PASSENGER MANIFEST

Please provide Name, Title, Date of Birth, Passport ID Number, and Visa Type for each of the accompanying members of the delegation to include the dignitary and spouse, if accompanying. Please include the same information for the flight crew (*private aircraft only*).

ACCOMPANYING MEMBER 1

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 2

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 3

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 4

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 5

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 6

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 7

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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ACCOMPANYING MEMBER 8

Name	Title	Date of Birth (<i>mm-dd-yyyy</i>)	Passport ID Number	Visa Type
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OVERFLIGHT CLEARANCE NOTIFICATION FOR PRIVATE AIRCRAFT

Please contact the U.S. Department of State, Office of International Security and Peacekeeping, for flight clearance into U.S. airspace and airports, and for relocation requirements. Notification must be submitted three business days in advance of the arrival date.

DEPARTURE FLIGHT INFORMATION

Departure Port from the United States	Departure Date (<i>mm-dd-yyyy</i>)	Departure Time (<i>hh:mm</i>)	Flight Type (<i>Select one</i>)
Flight Carrier Name (<i>If Commercial</i>)		Flight Number (<i>If Commercial</i>)	
Aircraft Make (<i>If Special-Private</i>)		Aircraft Model (<i>If Special-Private</i>)	
Tail Number (<i>If Special-Private</i>)	Call Sign (<i>If Special-Private</i>)	FBO (<i>If Special - Private</i>)	

GENERAL INSTRUCTIONS

Please e-mail this form to Port Courtesies at portcourtesies@state.gov. Requests should be received no less than three business days prior to the arrival date. If security is being requested or security is traveling with the dignitary, three business days advance notice is required for transmittal to the U.S. Secret Service or Diplomatic Security.

Requests during the normal work (8:15 am - 5:00 pm) week must be received by 4:00 pm.

On Fridays, requests must be received by 3:00 pm. On weekends/holidays/after hours, emergency requests should be directed to the Protocol Duty Officer through the Department of State Operations Center.

PAPERWORK REDUCTION ACT STATEMENT

*Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320.5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to M/OFM, 3507 International Place NW, Washington, DC 20008.

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e (a)); Foreign Missions Act of 1982 (22 U.S.C. 4301-4316) as amended.

PURPOSE: The information solicited on this form will be used by the U.S. Department of State (DOS) to adjudicate requests for the assignment of DOS representatives to escort eligible senior officials of foreign governments and accompanying members through security screening processes.

ROUTINE USES: The information provided on this form may be provided to other federal agencies for law enforcement, administrative or other statutorily authorized purposes as covered under STATE 36, Security Records. This information also may be provided to the employing foreign government or international organization.

DISCLOSURE: Submission of information is voluntary; however, failure to provide any of the requested information may result in ineligibility for expedited port courtesy clearance.