



OFFICE OF THE CHIEF OF PROTOCOL



ARRIVAL AND DEPARTURE HANDBOOK



United States Department of State

Washington, D.C. 20520

To Whom It May Concern,

The Office of the Chief of Protocol is pleased to present you the updated Arrival and Departure Handbook. The Office of the Chief of Protocol, in consultation with U.S. Department of Homeland Security and other Department of State offices and officials developed this material to assist you in preparations for visits to the United States by official dignitaries from your country, and to ensure the visits are productive and free from unnecessary hindrances.

The manual will guide you step-by-step through the procedures that must be completed prior to the arrival of any officials. It also includes additional instructions for actions that must be completed before the traveler's initial transit, connecting and or departure flight.

Within the material you will find answers to many frequently asked questions to include information on eligibility criteria for port courtesy services, the Electronic System for Travel Authorization (ESTA), Diplomatic Overflight Clearances and the Electronic Advance Passenger Information System (eAPIS). This booklet also covers issues related to airport greeters, ATA Carnets for cargo equipment, weapons and security, US-Visit Exemption, and much more.

Please familiarize yourself with this guide and the key concepts. We hope you will use the information as a convenient reference. As always, please feel free to contact Office of the Chief of Protocol for any travel related issues.

We look forward to working with you on future visits.

Sincerely,

Office of the Chief of Protocol

TABLE OF CONTENTS

1. ARRIVAL COURTESIES AT FIRST PORT OF ENTRY	
Explanation & Eligibility.....	1
Submitting Your Port Courtesy Request	5
2. REQUIRED DOCUMENTATION	
Passports, Visas, & Waivers.....	6
US-VISIT Exemptions	7
Electronic System for Travel Authorization (ESTA)	8
Electronic Advance Passenger Information System (eAPIS)	9
Diplomatic Overflight Clearance	10
Preclearance Processing.....	11
Foreign Media.....	11
3. AT THE PORT OF ENTRY (PORT COURTESIES AT THE FIRST PORT OF ENTRY FOR ARRIVALS)	
Greeters Designated by the Foreign Mission.....	12
Greeters from U.S. Customs & Border Protection	12
Greeters from the Office of the Chief of Protocol	13
VIP Lounge and Parking at Washington Dulles International Airport.....	14
4. CARGO AND EQUIPMENT	
Importing Equipment for Official Use	15
ATA Carnet Documents	16
5. WEAPONS AND DIPLOMATIC PROTECTION	
Traveling with Weapons.....	17
United States Secret Service Security Detail	18
Diplomatic Security Detail	18
6. AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE FROM THE UNITED STATES (AIRPORT ESCORT SCREENING COURTESIES FOR CONNECTING FLIGHTS AND DEPARTURES)	
Explanation & Eligibility.....	19
Submitting Your Airport Escort Screening Courtesy Request	20
Escort Screening for Ambassadors Assigned to the United States	21
7. ADDITIONAL GUIDANCE	
Requesting Radio Frequencies	22
Miscellaneous Reminders & Tips	23
Contact Information	25

SECTION ONE

ARRIVAL COURTESIES AT FIRST PORT OF ENTRY

The Office of the Chief of Protocol has prepared this handbook to assist foreign missions with the appropriate policies, procedures, and guidance concerning Port Courtesy requests, US-VISIT Exemptions, the Diplomatic Overflight Clearance Application System, Diplomatic or United States Secret Service protection request, Airport Escort Screening Courtesy request, ATA Carnets (manifests) containing equipment and other declarations. The guidance contained within should be closely adhered to so as to ensure the smooth and safe passage of their high-ranking foreign dignitaries and delegations.

Foreign Missions should note that all qualifying delegation members traveling into the United States – to include the dignitary, spouse and children (if accompanying), advance personnel, support staff, security detail, communication and foreign media personnel, and any other diplomatic staff – are **required** to obtain and submit the proper passports, visas, overflight clearances, and other necessary documentation in accordance with Customs and Border Protection and Transportation and Security Administration policies and procedures prior to entering into the United States. Security details traveling with weapons are additionally required to provide notification well in advance of their arrival.

Prior to entering into the United States, Foreign Missions are required to ensure the following, for each individual:

1. Each delegation member holds the correct passport with the correct visa.
2. Submit Port Courtesy notifications listing the high-level dignitary, support staff, media (if applicable), and security officers (if applicable) a minimum of three business days in advance of the arrival date.
3. Submit notifications for diplomatic overflight clearances a minimum of three business days in advance of the arrival date.
4. If applicable, submit a US-VISIT exemption request to the Port Courtesy Officer a minimum of three business days in advance of the arrival date.
5. Properly declare all equipment, agricultural products, and/or negotiable monetary funds, using an active ATA Carnet – ensuring the information listed on the Carnet is reflected in the physical items coming into the United States. The ATA Carnet must be certified by the host country's Customs and Immigrations Department prior to entering into the United States.
6. Submit notification request for Airport Escort Screening Courtesies for all Cabinet-level Ministers/Secretaries departing from airports in the United States on commercial aircraft a minimum of three business days in advance of the initial departure date.
7. Submit requests for temporary radio frequencies (for visiting VIPs' security teams) at least three business days in advance of the arrival date.

Arrival Courtesies at First Port of Entry Basics

WHAT IS A PORT COURTESY?

A Port Courtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the **FIRST** international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

WHO IS ELIGIBLE FOR A PORT COURTESY?

Below is an exhaustive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from the Foreign Missions. Please note, that any children of a qualifying dignitary flying independently are not eligible for a Port Courtesy.

- Chiefs of State/Heads of Government (*and their traveling parties*)
- First Lady/Spouse of Chief of State/Head of Government
- Former Chiefs of State/Heads of Government (*and their traveling parties*)
- Cabinet Ministers/Secretaries (*and their traveling parties*)
- Deputy Cabinet Ministers/Deputy Secretaries (*and their traveling parties*)
- State Secretaries
- Members of Royal Families
- Members of Parliament/Congress
- Governors
- Ambassadors ***accredited to the United States***
- Ambassador– designates
- Spouses of Chiefs of Mission accredited to the United States
- Permanent Representatives to the United Nations
- Highest Judicial Tribunal Justices (*example: Supreme Court Justices*)
- High-Ranking Foreign Military Officials (Chief of Staff level and above)
- Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State

WHEN SHOULD PORT COURTESY REQUESTS BE SUBMITTED?

The foreign missions should submit port courtesy requests a minimum of three business days in advance of the arrival date. This deadline is critical to ensure adequate time to file the necessary paperwork with the many U.S. Government agencies involved in the process. Port Courtesy requests must be submitted **before 4:00 p.m. Eastern Standard Time (EST) Mondays through Thursdays** and **before 3:00 p.m. EST on Fridays**. Requests submitted after normal business hours, over the weekend (Saturday or Sunday), or during a U.S. government holiday will be processed the next business day. If an unexpected request develops past the three-

Arrival Courtesies at First Port of Entry Basics

business-day deadline or during a weekend/holiday, the Foreign Mission must request approval by calling **202-647-4074** during normal business hours. Additionally, the Foreign Mission should e-mail the Port Courtesy mailbox at PortCourtesies@state.gov detailing the nature and urgency of the request. Please note, the Office of Protocol cannot guarantee that any request submitted less than three business days prior to the arrival date will be honored.

WHAT SHOULD BE INCLUDED IN THE PORT COURTESY REQUEST?

Foreign Missions should be sure to include all corresponding personal information in the port courtesy relating to the individual(s). Foreign missions should include:

- *First, Middle, and Last names - exactly as they are printed on the passport*
- *Official government titles*
- *Date of birth – dd/mm/yyyy*
- *Correct passport for official travel - Diplomatic or Official*
 - *Correct passport numbers that coincide with the visa in the corresponding passport*
 - *Correct passport issue and expiration date*
- *Visa*
 - *Visa foil number*
 - *Visa Classification (A-1, A-2, B1, B2, C-3, G-1, G-2,G-3, G-4, I, NATO-1 through NATO-6, O)*
- *The most up-to-date flight itinerary – dates, times, flight numbers, etc.*
 - *Arrival flight*
 - *Flight to Washington, DC*
 - *Departure flight*
- *A list of greeters meeting with the dignitary at the first arrival airport in the United States*

Additional Notes

- For private aircraft arrivals, please include the private airport destination – **fixed based operation (FBO), where the aircraft will be stationed/parked (for example, Landmark or Signature airport)** on the post courtesy request
- The port courtesy request should reflect the corresponding local time zone of arrival and departure time.
- If an airport is not listed in the drop down menu of eGov please select “OTHER” and type in the corresponding airport.

If any of the information changes, the Port Courtesy must be updated to reflect these new changes. To amend a Port Courtesy request previously submitted, please contact the Protocol Office, Port Courtesy Officer. Be sure to have your transaction ID. **Do not** submit a new Port Courtesy request. All changes to previously submitted requests should be made with assistance from the Protocol Officer for Port Courtesies. Please note, once a Port Courtesy request is submitted, the Protocol Office is not able to view any changes or additions in the remarks section

Arrival Courtesies at First Port of Entry Basics

HOW TO SUBMIT A PORT COURTESY REQUEST

All Foreign mission in the United States should have access to the eGov service request system. eGov is a transaction system that allows embassies and consulates to submit various requests (port courtesies, customs-warehouse, travel, tax, White House Visits, etc.).

Step 1: Users should go to <https://egov.ofm.state.gov>. If a user already has a User ID and password, they should input this information. Users who need access to the system should select “Request access to this system,” which is circled below in red.



The screenshot shows the eGov login interface. At the top, there is a banner with the eGov logo and the text "A SERVICE OF THE OFFICE OF FOREIGN MISSIONS U.S. Department of State". Below the banner, the text "Welcome to eGov" is displayed. The login form includes fields for "User name:" and "Password:", followed by a "Log In" button. At the bottom of the page, there is a navigation bar with five links: "Request access to this system", "Photograph and signature card", "Privacy Act statement", "Paperwork Reduction Act statement", and "How are we doing?". The "Request access to this system" link is circled in red.

Step 2: Once logged into the eGov system, the user will be at the eGov Home page. Here the user has the option to either “Request a New Service” or “View Service Requests.”

Typically, the user will wish to “Request a New Service.” The links in this column will allow the user to select the type of action they wish to perform. By clicking on the “Courtesies of Port” link, the user will be able to make a port courtesy request.

If the user already has a transaction in process and would like to view the status of a transaction, the user should click on the “VIEW ALL REQUESTS” link. To view only Travel transactions, click on the “Travel” link.

Arrival Courtesies at First Port of Entry Basics

The screenshot shows the eGov Home Page for the Office of Foreign Missions, U.S. Department of State. The page is divided into three main columns: 'Request a New Service', 'View Service Requests', and 'User Profile'. The 'Request a New Service' column lists several categories: Customs, DMV, Person Management, Tax, Travel (highlighted with a red box), and White House Visit. The 'View Service Requests' column lists links for viewing all requests and specific services like Customs, DMV, Person Management, Tax, Travel, and White House Visit. The 'User Profile' column includes links for Logout and Contact Us. At the bottom, there is a footer with contact information and a user guide link.

Office of Foreign Missions | Department of State | United States of America | Version 2.0.15793.0 | For help please contact Help Desk at 202-895-3564 or gfmegovhelpdesk@state.gov | [User Guide](#)

Once a port courtesy request has been submitted by the foreign mission it will be sent to the Office of the Chief of Protocol for review. Once the request is submitted, the status of your request will change to *Submitted*. There are three types of responses to a port courtesy request: *Accepted*, *Returned to Mission*, and *Rejected*.

- *Accepted* indicates the Protocol Office has processed the request and sent the application to the corresponding port and U.S. government agencies.
- *Returned to Mission* indicates there is an issue with the request. At this point, the foreign mission should review the remarks section for questions or concerns, and make the necessary changes and resubmit.
- *Rejected* indicates the port courtesy request is not eligible.

REQUIRED DOCUMENTATION



US-VISIT EXEMPTIONS

The vast majority of travelers must be fingerprinted and photographed before admittance into the United States, unless exempted from such requirements, including exemption under U.S. Visitor and Immigrant Status Indicator Technology (US-VISIT). The US-VISIT processing phase begins with US-VISIT Entry, when the visa holder arrives at the Port of Entry (POE).

US-VISIT Exemptions exempts certain visitors traveling with high-level delegations in a consolidated motorcade from fingerprint at the POE. This is to provide logistical assistance to the State Department’s Bureau of Diplomatic Security and the U.S. Secret Service in moving the delegation members quickly and safely. The logistical/security concerns of keeping the delegation and consolidated motorcades together are the only basis for an exemption. No other justification qualifies. US-VISIT exemptions have no function beyond fingerprinting exemptions.

The following visa classes are already **EXEMPT** from fingerprint requirements and do not require a US-VISIT exemption:

<u>A Visas</u>	<u>C Visas</u>	<u>G Visas</u>	<u>NATO Visas</u>
A-1	C-3	G-1	NATO-1
A-2		G-2	NATO-2
		G-3	NATO-3
		G-4	NATO-4
			NATO-5
			NATO-6

Please note, travelers in the A-3, G-5, and NATO-7 domestic employee categories, and C-3 travelers who are servants, attendants, or personal employees of accredited officials, are subject to POE processing requirement and may require a U.S. VISIT exemption if traveling with a high-level delegation in a consolidated motorcade.

Travelers who do not hold a visa in one of the visa classes that are exempt from POE requirements but who **ARE** part of an official delegation’s consolidated motorcade may be eligible for a US-VISIT Exemption. The exemption requires approval by the Deputy Assistant Secretary of State for Visa Services. Only those persons (not traveling on exempted visas) who are going directly from the arrival airport with the official delegation of a foreign government or

REQUIRED DOCUMENTATION

international organization to a single location to cover/attend a meeting or press conference may be considered for the exemption.

If an exemption is requested, all information must be provided to the Office of Protocol a minimum of three business days in advance of the arrival date. ***In addition to courtesy of port request via e-Gov system, foreign missions that are requesting US-VISIT exemption should email to portcourtesies@state.gov us-visit exemption spreadsheet that includes the biographical data from (surname, given name, date of birth, passport number, country of birth and country of citizenship) all of individuals requesting for the US-VISIT exemption.*** Requests made in **LESS** than three business days' notice may not be honored.

VISA WAIVER PROGRAM

The Visa Waiver Program (VWP) allows citizens of participating countries (see chart below) to travel to the United States without a visa for stays of 90 days or less. Requirements for the VWP are outlined below. Travelers must be eligible to use the VWP and have a valid Electronic System for Travel Authorization (ESTA) approval prior to travel.

- Individuals traveling for an official purpose appropriate on an A or G visa may not travel under the Visa Waiver Program and must obtain the appropriate A or G visa.
- The visa waiver program is **NOT** applicable to persons traveling on diplomatic passports or private aircrafts.

IMPORTANT NOTICE: Under the ***Visa Waiver Program Improvement and Terrorist Travel Prevention Act of 2015***, travelers in the following categories are no longer eligible to travel or be admitted to the United States under the Visa Waiver Program (VWP):

- Nationals of VWP countries who have traveled to or been present in Iran, Iraq, Libya, Somalia, Sudan, Syria or Yemen on or after March 1, 2011 (with limited exceptions for travel for diplomatic or military purposes in the service of a VWP country).
- Nationals of VWP countries who are also nationals of Iran, Iraq, Sudan, or Syria.

In addition, as of April 1, 2016, travelers must have an e-passport to use the VWP.

The following 38 countries are Visa Waiver Program participants:

Andorra	Estonia	Italy	Netherlands	South Korea
Australia	Finland	Japan	New Zealand	Spain
Austria	France	Latvia	Norway	Sweden
Belgium	Germany	Liechtenstein	Portugal	Switzerland
Brunei	Greece	Lithuania	San Marino	Taiwan
Chile	Hungary	Luxembourg	Singapore	United Kingdom
Czech Republic	Iceland	Malta	Slovakia	
Denmark	Ireland	Monaco	Slovenia	

REQUIRED DOCUMENTATION

ELECTRONIC SYSTEM FOR TRAVEL AUTHORIZATION (ESTA)

The Electronic System for Travel Authorization (ESTA) is an automated system that assists in determining eligibility for travel to the United States under the Visa Waiver Program (VWP). The ESTA application collects biographic information and answers to VWP eligibility questions. ESTA applications may be submitted at any time prior to travel, though it is recommended that travelers apply as soon as they begin preparing travel plans or prior to purchasing airline tickets. Travelers with more than one passport must have an approved ESTA for the passport they plan to use for travel. In most cases ESTA provides an almost immediate determination of eligibility for travel under the VWP.

IMPORTANT NOTICE: ESTA has been updated to reflect the **Visa Waiver Program Improvement and Terrorist Travel Prevention Act of 2015** changes noted above. Current ESTA holders should check their ESTA status prior to travel on CBP's website, <https://esta.cbp.dhs.gov/esta/>. If a traveler needs to speak to someone immediately, he or she may contact the CBP Information Center, <http://www.cbp.gov/contact>, or the closest U.S. embassy or consulate.

There are three types of responses to an ESTA application: *Authorization Approved*, *Authorization Pending*, and *Travel Not Authorized*.

1. Applicants who receive an *Approval* are authorized to travel to the United States under the VWP.
2. Applicants who receive an *Authorization Pending* response will need to check the website for updates within 72 hours to receive a final response.
3. Applicants whose ESTA applications are *Not Authorized* will be referred to the travel information website for information on how to apply for a visa to travel to the United States.

Each approved ESTA application generally is valid for two years and allows for multiple visits to the United States within that period without having to reapply for ESTA approval. Travelers whose passports will expire in less than two years will receive an ESTA approval valid until the passport's expiration date.

The Department of Homeland Security recommends travelers print out the ESTA application response as a record of their ESTA application number and to confirm their ESTA status. Travelers should take this paper with them when traveling. *ESTA authorizations/visa cannot be used in Diplomatic passports. ESTA authorizations are **ONLY** valid for use on commercial flights. Individuals flying on a private aircraft will need to obtain a visa from the U.S. Embassy in the host country.*

If you have questions or concerns regarding ESTA, contact the CBP Info Center at 202-325-8000 or 1-877-227-5511. You may also visit <https://esta.cbp.dhs.gov/esta/> for additional information.

REQUIRED DOCUMENTATION

ELECTRONIC ADVANCE PASSENGER INFORMATION SYSTEM (eAPIS)

The Advance Passenger Information System permits DHS/CBP to review passenger and crew information prior to arriving into or departing from the United States. CBP must receive notification a minimum of three business days prior to arrival in the United States. The Department of State recommends that foreign governments operating a state aircraft submit an Electronic Advance Passenger Information System (eAPIS). If the government elects not to file via eAPIS, it is the responsibility of the foreign entity to provide CBP with crew and passenger information at the port of entry and departure port via email or fax, a minimum of three business days prior to the to the arrival of the aircraft into the United States. More information can be found at <http://www.cbp.gov/travel/travel-industry-personnel/apis2>.

DIPLOMATIC OVERFLIGHT CLEARANCE

Foreign missions seeking diplomatic clearance for state aircraft to transit United States territorial airspace or land in the United States must obtain a Diplomatic Clearance Number (DCN) in advance of the aircraft arrival. The DCN authorizes the aircraft to operate within the United States transit or land in the U.S. or its territories in accordance with the approved itinerary.

<http://www.state.gov/t/pm/iso/c56895.htm>

To obtain a diplomatic clearance for a state aircraft, foreign governments must apply via the web-based Diplomatic Clearance Application System (DCAS), which is operated by the Bureau of Political Military Affairs, Office of International Security Operations (PM/ISO) at the Department of State. Once PM/ISO verifies that all necessary data is provided and that issuance of a diplomatic clearance is appropriate, the application is processed on DCAS. The automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.

Each foreign mission must submit diplomatic aircraft clearance requests via DCAS <https://dcas.state.gov> a minimum of three business-days in advance of the aircraft's initial entry into U.S. airspace. In addition, be sure to include the full itinerary. All times must be inserted as GMT or Zulu time for arrivals and departures. **Please do not use local time**. The following website is available to convert time zones to GMT or Zulu time: <http://www.timezoneconverter.com/cgi-bin/tzc.tzc>.

Each foreign mission in the United States seeking diplomatic aircraft clearance should have at least two trained DCAS operators assigned at all times. DCAS users obtain an account by visiting <https://dcas.state.gov>, selecting "Request Account" in the upper right-hand corner, and following the instructions.

REQUIRED DOCUMENTATION

U.S. DEPARTMENT OF STATE

DIPLOMATIC CLEARANCE APPLICATION SYSTEM

March 10, 2014 Login Contact Us Request Account

USER AGREEMENT

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

Follow the procedures as detailed in the Diplomatic Clearance Application System (DCAS) User Guide. The User Guide will be provided upon request from the DCAS Administrator.

PRECLEARANCE PROCESSING

U.S. Customs and Border Protection (CBP) provides inspection and clearance of commercial airline passengers in some foreign countries. Preclearance inspection is essentially the same inspection an individual would undergo at a U.S. port of entry and preclearance travelers do not have to undergo a second CBP inspection upon arrival in the United States. When a dignitary is coming from a preclearance location, the port courtesy can assist with this process.

Prior to the dignitary passing through U.S. CBP processing, there will be additional screening by Preclearance Aviation Security Representatives. Here the individual is screened according to standard procedures of the host country. There is no waiver of screening at these locations.

FOREIGN MEDIA

All foreign media personnel traveling into the United States who are affiliated with the traveling delegation, including those traveling on the foreign government leader's or delegation's aircraft, must hold an "I – International Media" visa. This visa is the only document that properly authorizes members of the foreign media to enter into the United States for purposes of international media coverage. Members of the media must complete the biometric finger scanning and digital photography requirements.

SECTION THREE

AT THE PORT OF ENTRY

GREETERS DESIGNATED BY THE FOREIGN MISSION

For **COMMERCIAL** airline flight arrivals, all airports within the continental United States:

- A limit of **two** greeters from the embassy to greet the dignitary upon arrival.
- Greeters must be listed on the port courtesy document.
- Greeters should arrive at the corresponding airport a minimum of 30 minutes prior to the arrival of the dignitary.
- Greeters must report to the CBP office at the corresponding airport.
- Greeters will present their State Department issued diplomatic ID, their passport, or Foreign Embassy ID (a driver's license is not a valid form of ID) to the CBP officer and provide the dignitary's flight arrival information. This information must match the information that was submitted by the embassy and approved by the State Department Port Courtesy Officer.
- After confirmation, the CBP officer will hold the corresponding identification in exchange for an airport badge.
- The CBP officer will show the greeters where they greet the dignitary upon arrival.
- Typically the greet will occur once the dignitary departs the **international terminal** and proceeds into the main terminal processing area. *Please note, each airport is very different and the greeting can vary greatly.* Plane-side greets are very rare for international commercial aircrafts and must have the approval of CBP.
- If greeting at an unfamiliar airport, greeter should arrive one to two hours prior to dignitary arrival, to avoid any complications.

For **PRIVATE** aircraft airline flight arrivals:

- A maximum of **six** greeters from the embassy to greet the dignitary upon arrival.
- Time of arrival for each location should be in corresponding local time zone.
- Plane-side greets are fairly frequent.

Both greeters and the dignitary should make their way to the Customs line designated for diplomats. After the dignitary has been processed by CBP, all parties will depart the Federal Inspection Services (FIS) area and proceed through the airport. The greeters must return to the CBP office and exchange the airport badge for their State Department issued ID.

- ❖ To find your way around the numerous airports throughout the United States, please see the following link:

<http://www.airportterminalmaps.com/>

- ❖ If a dignitary is traveling on a domestic flight, greeters should meet their dignitary in the baggage claim area. There is no greet prior to baggage claim, as the dignitary will not be processed through Customs.

AT THE PORT OF ENTRY

For **PRIVATE** aircraft flight DEPARTURE:

- ◆ Depending on the policies of your ministry or aircraft operations, Foreign Embassies in the United States should coordinate with the private airport or airport handler to request a canine sweep. The management for these procedures for Chiefs of State/Heads of Government will be coordinated with U.S. Secret Service.

GREETERS FROM U.S. CUSTOMS & BORDER PROTECTION

At most smaller airports in the United States, a dignitary may be greeted at the airport arrival gate by a U.S. Customs and Border Protection (CBP) officer. At major U.S. airports (Chicago O'Hare International Airport in Illinois, John F. Kennedy International Airport in New York City, Los Angeles International Airport in Los Angeles, Miami International Airport in Florida, Washington Dulles International Airport in Virginia, and others) a CBP official may not meet the dignitary at the airport arrival gate. If the foreign mission is not sending a greeter, the dignitary should proceed to the main terminal and enter into the Diplomatic line for processing. Port courtesies will be extended.

GREETERS FROM THE OFFICE OF THE CHIEF OF PROTOCOL

A State Department Protocol Officer is present at the airport ONLY when a current Chief of State or Head of Government arrives into Washington, DC, at Washington Dulles International Airport, Ronald Reagan National Airport, Joint Based Andrews Airport, or Union Train Station. State Department protocol officers are NOT present at the airports or train stations for the arrival of Cabinet-level ministers or members of the royal families. The exception to the rule is when a newly appointed Ambassador to the United States arrives into Washington, DC, for the first time.

VIP LOUNGE AND PARKING AT WASHINGTON DULLES INTERNATIONAL AIRPORT

Foreign missions requesting a VIP Lounge and/or VIP Parking at Washington Dulles International Airport, for an international arrival of high-ranking dignitaries including King, Queen, President, Prime Minister, Vice President, Deputy Prime Minister, former Presidents and Prime Ministers, Ambassador designates *on their initial arrival into Washington, DC*, Cabinet Department Heads/Ministers, and Highest Judicial Tribunal Justices or VIP's (identified by the State Department, U.S. Secret Service, or other federal/state agencies cabinet) must submit a Diplomatic Note a minimum of three business days in advance of the arrival date.

Requests should be sent via Diplomatic Note and e-mailed to portcourtesies@state.gov informing the State Department of the request for the VIP Lounge and/or VIP Parking. The following information must be included in the Diplomatic Note:

- *First, Middle, and Last names of the dignitary/ies - exactly as they are printed on the passport*
- *Official government titles*
- *Dates of birth dd/mm/yyyy*

Correct passports for official travel (Diplomatic or Official)

- *Correct passport numbers*

AT THE PORT OF ENTRY

- *Date of arrival*
 - *Arrival flight information*
- *Armed security (if traveling with the dignitary)- information as stated above*
- *Companion/s (if traveling with the dignitary) - information as stated above*
- *Point of contact information to include full name, phone numbers (desk and cellular)*
- *Greeters information – limit of two.*
 - *Justification for the need of the VIP Lounge/Parking.*

* Please note decisions for the VIP Lounge and/or Parking are made solely by Washington Dulles Airport Operations Center in conjunction with Customs and Border Protection and the Airport Authority Police Department Special Operation Unit (PD SOU). For other airports, if available, CBP would be the best contact.

SECTION FOUR

CARGO AND EQUIPMENT

IMPORTING EQUIPMENT FOR OFFICIAL USE

When an individual or delegation is traveling into the United States without diplomatic status and is bringing with them commercial equipment or equipment not covered under their personal exemption, it is recommended that the traveling party obtain a valid ATA Carnet also known as a Merchandise Passport.

Items that should be manifested on an ATA Carnet include:

- Vehicles
- Communication and media equipment (still photography, video equipment, etc.)
- Medical equipment - *except for equipment for immediate medical use (oxygen tanks, diabetic kits, wheelchairs etc.)*
- Office equipment
- Cash, Checks, and any other monetary funds valued at more than \$10,000

It is recommended that the traveling party obtain a valid ATA Carnet or Temporary Importation Bond (TIB). The ATA Carnet also known as a Merchandise Passport is an international customs document that eases and simplifies the temporary imports to and from foreign countries. An ATA Carnet is valid for one year from the date of its issuance. The purpose of the Carnet is to allow the traveler(s) to temporarily import certain goods into the United States without having to pay an importation duty tax to CBP. Temporary Importation Bond (TIB) allows members of the media to transport equipment (tools of the trade) without incurring duty. For those unfamiliar with the process, the U.S. Department of Homeland Security (DHS) recommends hiring a broker to facilitate the process. A list of brokers may be found on the DHS website. Additional information may be found at:

http://help.cbp.gov/app/answers/detail/a_id/590/kw/tib/sno/1

Traveler(s) with monetary instruments over \$10,000 or equivalent must send a Diplomatic Note with a completed US Customs and Border Protection document [FINCEN form 105](#) to portcourtesies@state.gov. The traveler must also take a copy of these documents with them and present the Diplomatic Note and Customs form to the U.S. Customs officer at the first U.S. Port of Entry.

(Please note that ATA Carnets do not exempt holders from obtaining necessary licenses or permits.)

ATA CARNET DOCUMENTS

The ATA Carnet document has a green cover page that provides the *names of the carnet holder and issuing association, the carnet issue date, the carnet number, the countries in which the carnet may be used, and a complete description of the goods covered.*

Two yellow sheets in the package are to be used upon exportation from and re-importation back into the issuing country. White sheets are used for the temporary importation into and re-exportation from the second or additional countries. Blue sheets are used when transiting through countries.

In order to obtain an ATA carnet, visit www.merchandisepassport.org.

For more information and detailed instructions regarding ATA Carnets, please visit www.MerchandisePassport.org to download the latest copy of their informational brochure.

For additional information, please visit www.uscib.org and <http://www.iccwbo.org/Chamber-services/Trade-Facilitation/ATA-Carnets/How-Carnets-work/>.



See below for a list of Countries and Territories where ATA Carnets are accepted:

Albania	Cyprus	Ivory Coast	Monaco	Slovenia
Algeria	Czech Rep.	Japan	Mongolia	South Africa
Andorra	Denmark	Jersey	Montenegro	Spain
Antarctica	Estonia	Korea	Morocco	Sri Lanka
Australia	Finland	Latvia	Namibia	St. Barthelemy
Austria	France	Lebanon	Netherlands	St. Martin (French)
Balearic Is.	French	Lesotho	New Caledonia	St. Pierre
Belarus	Guiana	Liechtenstein	New Zealand	Swaziland
Belgium	Germany	Lithuania	Norway	Sweden
Bora Bora	Gibraltar	Luxembourg	Pakistan	Switzerland
Bosnia-Herzegovina	Greece	Macao	Portugal	Tahiti
Botswana	Guadeloupe	Macedonia	Puerto Rico	Taiwan
Brazil	Guernsey	Madagascar	Qatar	Tasmania
Bulgaria	Hong Kong	Malaysia	Reunion Is.	Thailand
Canada	Hungary	Malta	Romania	Tunisia
Canary Is.	Iceland	Martinique	Russia	Turkey
Ceuta	India	Mauritius	Saudi Arabia	Ukraine
Chile	Ireland	Mayotte	Seychelles	United Arab Emirates
China	Isle of Man	Melilla	Senegal	United Kingdom
Corsica	Israel	Mexico	Serbia	United States
Croatia	Italy	Miquelon	Singapore	Wallis & Futuna
Curacao		Moldova	Slovakia	

SECTION FIVE

WEAPONS AND DIPLOMATIC PROTECTION

TRAVELING WITH WEAPONS

When a security officer requests to travel into the United States with a weapon, it is critical for the following accurate information to be listed in the port courtesy. Foreign missions must include the following information:

- *Security officer's First, Middle, and Last names*
- *Rank*
- *Service*
- *Passport number*
 - o *Passport date issued and expires*
- *Visa*
 - o *Visa foil number*
 - o *Visa type*
- *Weapon type*
- *Weapon serial number*
- *Weapon caliber*
- *Number of rounds of ammunition.*

This information must be submitted a minimum of three business days in advance of the arrival date. The request and information will be directed to Diplomatic Security or the United States Secret Service (USSS, if a USSS protectee) as they must submit documentation to various law enforcement agencies for coordination.

Security officers traveling on commercial aircraft must be compliant with the corresponding airline security and weapon procedures ensuring the weapon is properly unloaded and stored.

If a security officer enters the United States with a weapon and Diplomatic Security or United States Secret Service are not properly notified, the security officer may be detained at the airport by CBP and may have their weapon detained by law enforcement officials.

Security officers are only allowed to bring weapons into the United States when they are traveling with their respective protectee (VIP) and their traveling parties. Advance teams are NOT allowed to bring weapons into the United States.

All foreign nationals, regardless of their status, are prohibited from importing firearms restricted by the National Firearms Act, such as machine guns, silencers, short-barreled rifles, shotguns, and Tasers. Foreign Nationals are also prohibited from importing semi-automatic assault weapons or large-capacity ammunition feeding devices.

UNITED STATES SECRET SERVICE SECURITY DETAIL

The United States Secret Service (USSS) is a federal law enforcement agency that is part of the U.S. Department of Homeland Security. USSS is charged with protecting visiting heads of foreign states or governments (including ruling monarchs) and their spouses traveling with

WEAPONS AND DIPLOMATIC PROTECTION

them. If a foreign mission requests USSS protection, the mission must contact USSS directly and include this request in their port courtesy. The security office at the corresponding embassy or mission is responsible for contacting USSS directly at 202-406-7600 or via email DPD.OPS@uss.s.dhs.gov. USSS will work in conjunction with the foreign mission, Park, State, and local Police, and will provide armed security movements.

DIPLOMATIC SECURITY DETAIL

The Bureau of Diplomatic Security (DS) is the security and law enforcement arm of the U.S. Department of State. Diplomatic Security personnel protect high-ranking foreign dignitaries and officials visiting the United States. Diplomatic protection is provided on a case-by-case basis and determined by a Diplomatic Security threat analysis. If approved Diplomatic Security will work in conjunction with the foreign missions, State and Local Police, and will provide a protective security detail.

When a Foreign Mission requests Diplomatic Security protection for a high-ranking dignitary, the mission must contact Diplomatic Security directly and include this request in their port courtesy. The corresponding embassy or mission must send a Diplomatic Note to DSPL@state.gov and portcourtesies@state.gov that includes the following information:

- *First, Middle, and Last names*
- *Official government title*
- *Country of citizenship*
- *Dates of birth – dd/mm/yyyy*
- *Country of birth*
- *Passport numbers*
 - o *Passport date issued and expires*
- *Visa*
 - o *Visa foil numbers*
 - o *Visa type*
- *Complete itinerary in the United States*
- *Justification for Diplomatic Protection*

Protection is not automatically provided, regardless of the submission of the port courtesy form or diplomatic note. In addition, the security office at the corresponding embassy should be in direct contact with Diplomatic Security's Protective Liaison Division at the Department of State.

SECTION SIX

AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE AND DOMESTIC FLIGHTS

The Office of Chief of Protocol operates the Airport Escort Screening Courtesies Program (AESC). AESC assists with the connecting flights and departures of Cabinet-level or above officials. A Department of State escort officer who is authorized to assist dignitaries with their departure(s) from select airports within the United States. [Airport Escort Screening courtesies are provided for domestic departure/transit flights and international departure flights.](#) The dignitary's spouse and children under the age of twelve years may also receive services under this program only when accompanying the dignitary. They are ineligible for these courtesies if they are traveling alone. All other accompanying individuals receive customary screening. An Airport Escort Officer will contact the POC listed on the form, at least **24 hours prior** to the schedule departure. AESC is **completely separate** from the port courtesy program.

Officials who are escorted by the United States Secret Service (USSS), Department of State, Diplomatic Security (DS), or other recognized U.S. government official protective detail, do **NOT** need AESC services. (If an official is traveling under USSS or DS protection, the designated protective detail will assist with movement to and from connecting/departure flights.

* This service is offered at 19 commercial airports in the United States; a complete list can be found at <https://www.state.gov/s/cpr/rls/c69857.htm>

In order to make the necessary logistical arrangements, the AESC Program Manager and Assistant must receive a completed Form DS-4138 a minimum of **three business days** (Monday through Friday, excluding U.S. holidays and weekends) prior to the first departure from an airport in the United States escortscreening@state.gov. The sender will receive an automatic response acknowledging receipt. If no automatic response is received, please call (202) 647-4503. Requests submitted after 4pm and on weekends or U.S. holidays will be processed the following business day.

To request Airport Escort Screening Courtesies, the embassies are required to submit a completed Form DS-4138. Detailed instructions on completing the form can be found on the Office of the Chief of Protocol's Airport Escort Screening Courtesies Program website at <https://www.state.gov/s/cpr/rls/c69857.htm>. Form DS-4138 can be completed by hand or electronically. Download the completed form and send as an attachment to escortscreening@state.gov.

- **UN Permanent Missions** in New York must send their Airport Escort Screening request for departure assistance through the USUN at email address: airportescorts@state.gov, who will then submit the form on behalf of the Mission. For further assistance contact: 212-415-4453 or 212-415-4037

AIRPORT ESCORT SCREENING COURTESIES on Departure (Domestic Flights and Departure from the United States)

To facilitate the review of a request:

1. List the surname or family name in CAPITAL letters using the spelling on the individual's visa.
2. Name a point of contact (POC) who is available at all times prior to the dignitary's departure and can provide direct contact information, to include afterhours phone number.
3. Complete and submit a separate request for each person for whom screening courtesies is sought, even if the itinerary is the same as the principle traveler.
4. List the names of people accompanying the dignitary in the email -- even though they are not entitled to screening courtesies.

HOW TO SUBMIT AN ESCORT SCREENING REQUEST

Step 1: Foreign missions can access the Escort Screening Form by going to:

<https://www.state.gov/documents/organization/251274.pdf>

Step 2: Click on the **blue** hyperlinks; here they are circled in **red**.

The screenshot shows the U.S. Department of State website. The header includes the Department of State logo and the text 'U.S. DEPARTMENT OF STATE DIPLOMACY IN ACTION'. Below the header is a navigation bar with links for 'SECRETARY TILLERSON', 'ABOUT', 'WHAT WE DO', 'POLICY ISSUES', 'COUNTRIES & REGIONS', and 'PRESS'. A search bar is located below the navigation bar. The main content area is titled 'Airport Escort Screening Courtesies' and contains the following text:

Under the Office of the Chief of Protocol's Airport Escort Screening Courtesies Program, qualifying foreign officials can be assigned a Department of State escort officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

Foreign officials who are the functional equivalents of members of the Cabinet of the United States are eligible for the services provided under the Airport Escort Screening Courtesies Program, when they are not escorted by United States Secret Service, Department of State Diplomatic Security Service or other recognized USG official protective details. The dignitary's spouse and children under the age of twelve may also receive services under the Airport Escort Screening Courtesies Program when accompanying the dignitary. Members of the delegation accompanying the escorted official will be subject to customary screening.

The Department of State's escort officer will contact the departing dignitary's designated point of contact(s) to coordinate the departure from a domestic airport. The escort officer will set up a meeting point at the airport and proceed to escort the VIP through the security screening process. Usually, the escort officer will remain until the VIP is on the plane and it has taken off. It is important to alert the Office of the Chief of Protocol of any changes to travel plans as soon as possible.

The Airport Escort Screening Courtesies Program addresses only *departures* from designated U.S. Airports. The Courtesies of the Port Program is for *arriving* dignitaries with requests submitted in e-Gov. Both programs are administered by the Office of the Chief of Protocol.

Missions requesting a United States Secret Service or Diplomatic Security Service protective detail for a foreign dignitary through the Courtesies of the Port Program should not also request Airport Escort Screening Courtesies. In these cases, the United States Secret Service or Diplomatic Security Service will provide the same courtesies when the VIP departs.

Step 3: Next, complete the fillable PDF document.

AIRPORT ESCORT SCREENING COURTESIES on Departure (Domestic Flights and Departure from the United States)

U.S. Department of State

REQUEST FOR ESCORT SCREENING COURTESIES

Processing and coordination require that submissions be made at least three (3) business days prior to initial departure date. Please e-mail completed forms to ESCORTSCREENING@STATE.GOV. Please direct questions to OFM at 202-895-3500, Option 4.

*OMB APPROVAL NO. 1405-0165
EXPIRATION DATE: 11-30-2014
ESTIMATED BURDEN: 10 MIN.

Date of Request <small>month/day/year (Example: January 30, 2004)</small>	Passport Nationality
Passport Number	
Full Name of Traveler	
Official Title	
Date of Birth <small>month/day/year (Example: January 30, 2004)</small>	Country of Birth
	City of Birth
Point of Contact**	

Once completed, please print, scan, and email the DS-4138 form to escortscreening@state.gov.

EXPEDITED SCREENING AMBASSADORS ASSIGNED TO THE UNITED STATES

- For Ambassador's departing from any U.S. airports, please contact the Transportation Security Administration's, Travel Protocol Office (TSA-TPO). Foreign missions can contact the Travel Protocol Office directly at e-mail: TSA.TPO@tsa.dhs.gov or via telephone number: 888-262-2396 or 703-603-1558
- Please be sure to include the following information:
 - *Full name of the Ambassador*
 - *Travel dates with full flight itinerary*
 - *Point of contact with direct contact information to include afterhours phone number*

* Please note, the TSA-TPO program allows for expedited screening for Ambassadors and an Escort Officer will **NOT** be assigned. .

SECTION SEVEN

ADDITIONAL GUIDANCE

REQUESTING RADIO FREQUENCIES

Foreign missions requesting radio frequencies to support high-level visits (Chiefs of State/Heads of Government, Former Heads of Government, Ministers, etc.) should submit their requests a minimum of three business days in advance of the arrival date. The Office of Foreign Missions (OFM) facilitates requests for temporary radio frequencies with other Federal agencies. Foreign missions may request temporary radio frequencies by email, diplomatic note, or official letter to OFMTravelServices@state.gov. Be sure to include as much information as possible. Please note that items 1-4 are required; items 5-14 are optional:

1. Name and title of visiting official.
2. Itinerary of visiting official, including dates of visit for each location visited.
3. Specific frequency desired.
4. Embassy point of contact (name, title, phone, mobile, email, etc.).
5. Alternate frequencies, if requested frequency is not available.
6. Frequency operating range of equipment and any tuning limitations
7. Required frequency separation (in MHz) for duplex or repeater operation
8. Type of equipment and the number of units. (Example: 10 Motorola XPD mobiles, 15 portables, two base stations, three repeaters, etc.)
9. Transmit power output level of each type of equipment. (If not known, please provide approximate level of watts for each type of equipment.)
10. System configuration (example, simplex, half duplex, repeater, or full duplex)
11. For half duplex (repeater) or duplex, list specific transmit and receive frequencies needed for each type of equipment.
12. Emission designator which includes bandwidth and emission classification. (Example: [bandwidth]: 8 kHz, 11 kHz, 16 kHz, 25 kHz, 50 kHz, etc.; example [classification of emission]: voice, data, or other.)
13. When applicable: location of base or repeater stations and antennas, including name of hotel and floor number.
14. Estimated geographic service area for portable and mobile units (example: 5 mile radius of Chase Tower, Chicago, IL; 10 mile radius of LAX airport, CA).

SECTION SEVEN

ADDITIONAL GUIDANCE

REMINDERS AND TIPS

- All documents (Port Courtesies, US-Visit Exemption, Diplomatic Overflight Clearance, request for Radio frequencies, request for Diplomatic Security Protection, request for VIP Lounge and/or VIP Parking at Washington Dulles Airport, and Airport Escort Screening requests, etc.) should be submitted a minimum of three business days in advance.
- To make changes or amend a port courtesy request previously submitted, please contact the Protocol Office - Port Courtesies desk at 202-647-4074 from 8:00 a.m. – 5:00 p.m. Please do **NOT** submit a new port courtesy request.
- The “Remarks Section” is for communication purposes ONLY between Protocol and the Foreign Embassy and/or Mission. Any information in this section is **not** sent to CBP, DS, USSS, etc.
- Please note that once a port courtesy request is submitted, the Office of Protocol is unable to see changes or additions in the remarks section; please contact the Port Courtesy Officer at 202-647-4074 (during office hours).
- For private aircraft arrivals, please include the private airport destination – fixed based operation (FBO), where the aircraft will be stationed/parked (for example, Landmark or Signature airport) on the port courtesy request and in the remarks section.
- Be sure to submit your Diplomatic Overflight Clearance Request for private aircrafts. **All times should be inserted as GMT or Zulu time for arrivals and departures**.
- The port courtesy request should reflect the corresponding local time zone of arrival and departure time.
- Arrival and departure times in the port courtesy request should be inputted using the 24-hour clock.
- If an airport is not listed in the drop down menu of eGov please select “OTHER” and type in the corresponding airport.
- Do **NOT** list Armed Security Officers information in the companion section.
- Be sure companions and security officers are only listed once in the port courtesy.
- Please do not input titles, such as Mr., Dr., or H.H., in the port courtesy or Airport Escort Screening requests.
- If possible, group passengers together in one port courtesy. If more than one dignitary is on the same flight, no need to submit separate port courtesies for different ministers on the same flight.
- In the POC section of the port courtesy and airport escort screening request, be sure to list direct contact number + extension and after hour’s number for the point of contact. Do not list the main embassy contact number.
- We have updated the dropdown menu for titles; please review the extend option list. If the correct title is not listed in the drop down menu, select “Other” and then type the corresponding title.

ADDITIONAL GUIDANCE

- Do not use the title “Spouse.” Select “Other” and specify the spouse type, “Spouse of Ambassador,” “Spouse of Foreign Minister,” “Spouse of Vice President,” “Spouse of President,” etc.
- Typically, all port courtesies are processed by the end of each business day or the morning of the following business day.
- A State Department Protocol Representative is present at the airport **ONLY** when a current President, Prime Minister, King, or Queen arrives into Washington Dulles International Airport, Ronald Reagan National Airport, Joint Base Andrews, or Union train station in Washington, DC for an official visit.

ADDITIONAL GUIDANCE

PORT COURTESY CONTACT INFORMATION

POINT OF CONTACT	PHONE NUMBERS	E-MAIL
Office of the Chief of Protocol Port Courtesies (first port of entry, arrival)	Office: 202-647-4074 Cell: 202-997-4923	Portcourtesies@state.gov
Department of State Operations Center	Office: 202-647-1512	
Office of Foreign Missions eGov Helpdesk	Office: 202-895-3564	OFMHelpDesk@state.gov
Office of the Chief of Protocol Airport Escort Screening (domestic and departure)	Office: 202-895-3500 ext. 4	EscortScreening@state.gov
Diplomatic Overflight Clearance Rodney Bethea	Office: 202-736-7158 Cell: 202-549-7148	BetheaRD@state.gov
U.S. Secret Service	Office: 202-406-7650 Cell: 202-406-7560	dpd.ops@uss.dhs.gov
Diplomatic Security Protective Liaison Division	Office: 202-895-3600	DSPL@state.gov
Diplomatic Security Command Center	Office: 571-345-3146	
Andrews Air Force Base John Polhemus	Office: 301-981-4526	John.Polhemus@us.af.mil
USUN – New York Jason Lang	Office: 212-415-4453	LangJT@state.gov
Transportation Security Administration Travel Protocol Office (TPO)	Office: 888-262-2396 or 703-603-1558	TSA.TPO@tsa.dhs.gov

