

INSTRUCTIONS

“Request for Escort Screening Courtesies” Form

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1. Introduction

Sections 2 and 3 following explain how to download, fill out, and submit the “Request for Escort Screening Courtesies” form.

2. Copying the Request Form from OFM’s Website

From a computer with an Internet connection, open a browser and enter URL www.state.gov/ofm. Click on the Escort Screening Courtesies button on the left-hand navigation bar.



Figure 1 - OFM's Internet Homepage

You'll be taken to the Escort Screening Request Page. Currently, there is a single link on the page "[Escort Screening Courtesies](#)". Click on that link.



Figure 2 - Choose Services From Outlook Tools Menu

You will be brought to Department of State Diplomatic Note 04-10. Scroll down the page and there will be a link to the request form embedded in the body of the Diplomatic Note.

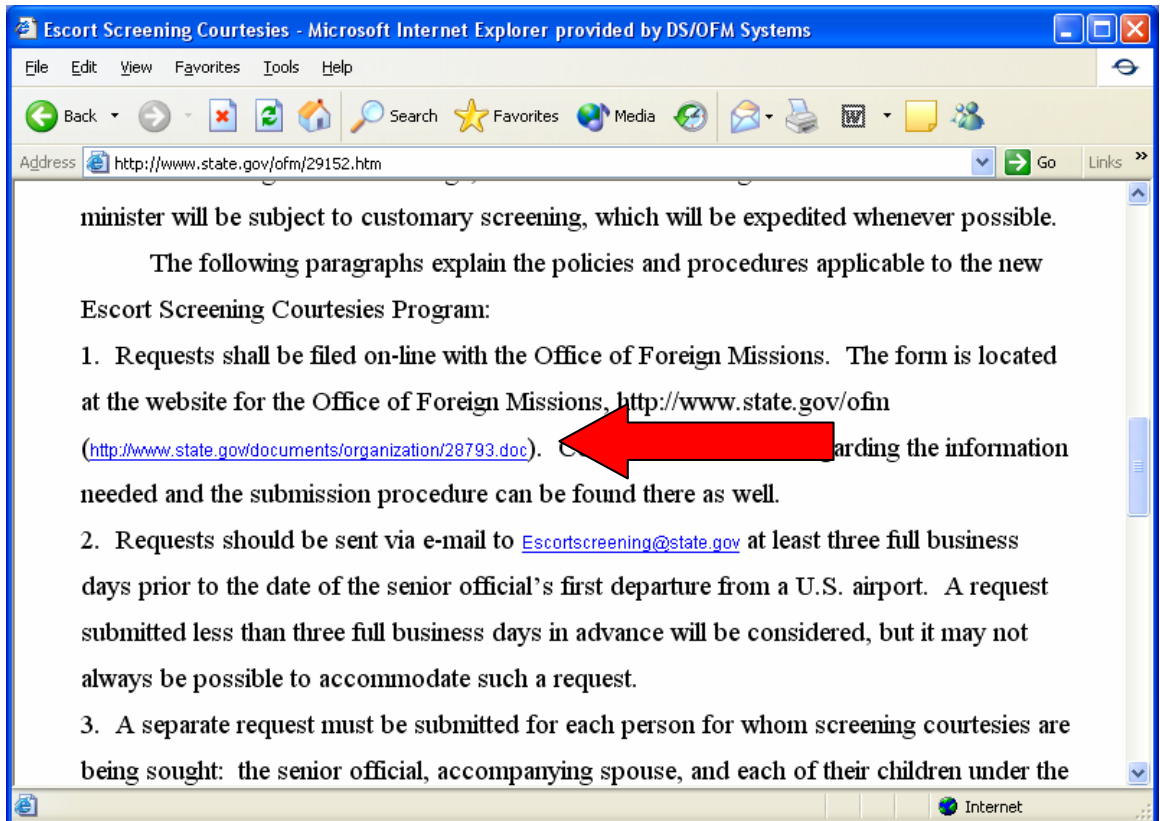


Figure 3 - Diplomatic Note 04-10

Click on the link <http://www.state.gov/documents/organization/28793.doc>

The “Request for Escort Screening Courtesies” form will open.

The screenshot shows a Microsoft Word window titled "28793.doc (Read-Only) - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar shows various editing and formatting options. The main document area displays a form titled "U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES". The form includes a header with the department name and title, followed by instructions: "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 OEM AT 202-647-4664." The form fields are organized into several sections: "Date of Request:" (month/day/year), "Passport Nationality:" and "Passport Number:"; "Full Name of Traveler:" and "Official Title:"; "Date of Birth:" (month/day/year) and "Country of Birth:" and "City of Birth:"; "Point of Contact:" (Organization); "Telephone & Fax Numbers:" (Phone, Extension, Fax); "After Hours Telephone Number(s):"; "E-Mail Address for Confirmation:"; and "FLIGHT ITINERARY" (Airline and Flight No., Departure, Airport, month/day/year, Time). The status bar at the bottom shows "Page 1 Sec 2 1/2 At 2.1" Ln 3 Col 1" and the Windows taskbar with the Start button and several open applications.

Figure 4 - Blank Request Form

Save the blank form to a file location on your computer.

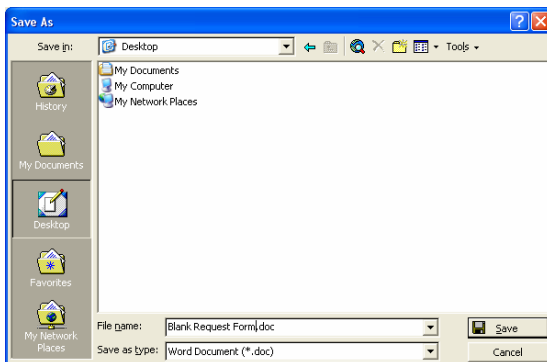


Figure 5 – “Save As” Dialog Box

3. Fill out and submit “Request for Escort Screening Courtesies”

Fill out the grey fields of the form, utilizing drop-down boxes for Month and Year, as well as originating or terminating airport if traveling from or to New York or Washington. If a flight is originating or terminating in cities other than New York or Washington, use the free-text field within the Departure or Arrival Airport area. *Note that the form will be returned to you if critical fields are left blank.*

The image shows a screenshot of a Microsoft Word document containing a form titled "U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES". The form includes a header with the department name and title, followed by instructions: "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 202-647-4554." The form fields are as follows:

- Date of Request:** month/day/year (dropdown for month/year)
- Passport Nationality:** (dropdown)
- Passport Number:** (text box)
- Full Name of Traveler:** (text box)
- Official Title:** (text box)
- Country of Birth:** (dropdown)
- Fax:** (text box)
- FLIGHT ITINERARY:** Includes "Airline and Flight" (dropdown), "Departure Airport" (dropdown), "Month/Day/Year" (dropdown), and "Time" (dropdown).

Callouts in the image provide specific instructions:

- "Use text box for all other departure cities." points to the "Departure Airport" dropdown.
- "Use drop-down for New York and Washington D.C." points to the "Country of Birth" dropdown.

The bottom of the screenshot shows the Microsoft Word interface with the taskbar and system tray.

Figure 6 – Populated Form

Once the form is completed, save the filled-out form to your computer, and send it as an attachment to EscortScreening@state.gov.