

## Passport and Visa Information

Pg. 2 Information on processing the CD-97 (Request for Security Assurance and Official Passport Clearance for Foreign Travel) and other related Passport and Visa processes and forms. [CD-97 specific information shortcut.](#)

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**If you have any questions concerning the Passport/Visa process, consult your travel coordinator or Alma Harris (482-1215) in the Sato Office**

## INFORMATION ON OBTAINING OFFICIAL PASSPORTS AND VISAS

Please read and follow all instructions carefully

### PASSPORTS

The Passport Office requires **four weeks** to process an official or diplomatic passport application. If you want the passport application expedited, a letter is required explaining in detail the circumstances for the expeditious handling. A sample PDF memo is found on page 7.

**The official or diplomatic passport is Government property and not personal.** When you are not on official travel, the passport is kept on file in the SATOTRAVEL OFFICE, **Room 2069**. **The passport is to be used for official business only.** A tourist passport must be used for personal travel.

### VISAS

To issue a visa, embassies may require at least six months validity on the passport; two facing pages; visa applications; photographs; visa fees; etc.

As visa requirements change without notice, always check with Alma Harris in SATO on 482-1215 to see if a visa is required for the country you are visiting.

**IMPORTANT-If you have less than the number of days required by the embassy to obtain your visas, the applicant or their representative must hand-carry the documents to and from each embassy. Alma will prepare the visa and/or state letters only.**

### DOCUMENTS REQUIRED TO ISSUE OR RENEW AN OFFICIAL OR DIPLOMATIC PASSPORT

Passport application, **DS-11**. Complete, but do not sign. Your signature must be witnessed by authorized Department passport agents, Sandra J. Kazimer or Robert S. Van Eimeren, located in room 2857.

OR

Passport application, **DS-82**. Complete and sign. This form can only be used if

your most recent U.S. passport was **issued** less than 15 years ago; you must submit that passport with your application; you must have been at least 16 years old when the passport was issued; and you currently use the same name that is shown in the passport. If your name has changed, attach documentation supporting the name change, i.e. marriage license, court order, etc.

Two passport photos (2" X 2"), not over six months old. The Office of Security will take your photos in Room 1066.

### **CD-97, Request for Security Assurance and Official Passport Clearance for Foreign Travel**

The CD-97 Form is available on the DOC Intranet at <http://www.osec.doc.gov/forms/default.htm> and the ITA Intranet at <https://ourplace.ita.doc.gov/>

All CD-97 Applications:

(1) **Must be typed and all applicable questions must be answered.** Form must be cleared through your bureau security office.

(2) **The CD-97 must be signed in the following order:**

- (a) Section 1, Block 11
- (b) Section III, Block 3G
- (3) Section IV

(3) Proof of citizenship is required. Valid or expired U.S. passport OR a certified copy of your birth certificate with a seal and filing date OR your original naturalization certificate.

(4) A copy of the employees most recent Personnel Action and Oath of Office is required for consultants, experts, etc. Contractors are not authorized to have official passports issued since they are not Government employees.

**TO AMEND AN OFFICIAL OR DIPLOMATIC PASSPORT (name change; to add visa pages; to extend a limited passport, etc.) - Complete form DS-**


**19 and a CD-97** security form. (NOTE: If the limited passport belongs to a consultant or expert, a new personnel action and oath of office is also required.)

**PLEASE BE CONSIDERATE AND APPLY WITHIN THE TIME LIMITS REQUESTED. OUR PASSPORT AND VISA MESSENGER DEPARTS EACH DAY PROMPTLY AT 9:00 AM.**

**DEPARTMENT OF STATE WEB SITE:**

Acrobat copies of the DSP-19, DSP-82, and other passport/visa forms are available from the Department of State Web Site at [http://travel.state.gov/get\\_forms.html](http://travel.state.gov/get_forms.html).

The Passport Office requires that you print-out both sides of the form (front and back). Please read the instructions carefully to make sure that you are using the correct form.

FORM CD-97 (3-89) DAO 204-1		U.S. DEPARTMENT OF COMMERCE		Prepare original and seven (7) copies in accordance with DAD 204-1, Appendix A. Route through appropriate channels for required signatures. <b>Section I</b> Complete for all proposed foreign travel. <b>Section II</b> - To be endorsed by AID if travel is under PL 87-195. <b>Section III</b> Complete only Item I if employee <b>has been</b> granted security assurance for foreign travel within the last 12 months. Complete only Item 2 if employee <b>has not been</b> granted security assurance for foreign travel within the last 12 months. <b>Section IV</b> - Complete applicable items.	
<b>REQUEST FOR SECURITY ASSURANCE AND OFFICIAL PASSPORT CLEARANCE FOR FOREIGN TRAVEL</b>					
DATE OF REQUEST	BUREAU OR OFFICE		ESTIMATED COST, OR AGENCY PAYING, IF OTHER THAN COMMERCE		
<b>Section I - FOREIGN TRAVEL INVOLVED</b>					
1. FULL NAME OF EMPLOYEE ( <i>First, Middle, Last</i> )			2. TITLE AND GRADE		
3. DATE OF BIRTH	4. a. PLACE OF BIRTH	b. SOCIAL SECURITY NO.	5. DEPARTURE DATE	6. EXPECTED RETURN DATE	
7. IF ASSIGNMENT IS TO OFFICIAL FOREIGN POST OF DUTY STATION ( <i>Check which</i> ) NEW POSITION _____ REPLACING ( <i>Name of person</i> ) _____					
8. COUNTRIES TO BE VISITED AND PURPOSE OF TRAVEL ( <i>Include name of group sponsoring conference, meeting, etc.</i> )					
9. DEPENDENTS TO ACCOMPANY EMPLOYEE ( <i>Full name of each, relationship to employee, date and place of birth</i> )					
10. INTERNAL CLEARANCES		 11. SIGNATURE OF SUPERVISOR		DATE	
Section 11 - APPROVED FOR TRAVEL UNDER PL 87-195 ( <i>Endorsement by AID to be obtained by primary org. unit, when required</i> )					
<b>Section III- SECURITY ASSURANCE</b> ( <i>Attach one copy of SF-86, if not previously submitted by employee</i> ) <b>NOTE</b> If employee was granted security assurance for foreign travel within the past 12 months, complete Item I only.					
1. I CERTIFY that the above employee was granted security assurance for foreign travel within the past 12 months ( <i>See Appendix A, DAO 204-1</i> )		SIGNATURE OF PRIMARY ORG. UNIT AUTHORIZED OFFICIAL		DATE GRANTED	
2. WILL EMPLOYEE HAVE ACCESS TO CLASSIFIED MATERIAL?		YES	NO	a. IF "YES," DEGREE OF CLASSIFIED MATERIAL	
3. For use of Office of Investigations and Security - THE EMPLOYEE HAS BEEN GRANTED SECURITY CLEARANCE AS FOLLOWS:					
a. DEGREE		DATE GRANTED	b. BASIS OF CLEARANCE		
c. APPROVED ( <i>Signature of Director, Office of Investigations and Security</i> )				DATE APPROVED	
<b>Section IV - REQUEST FOR OFFICIAL PASSPORT CLEARANCE</b>					
TO: The Director Passport Office Department of State			FROM: ( <i>Signature of designated passport liaison officer</i> )		
It will be appreciated if passport clearance is granted for the employee's travel described in Section 1, Items 1 thru 9).					
1. ACTION		2. PRESENT PASSPORT NO.		3. DATE ISSUED	4. RETURNED TO STATE ( <i>Date</i> )
Passport Appl. Being Made	Passport Attached				

FORM CD-97 (3-89) DAO 204-1		U.S. DEPARTMENT OF COMMERCE		Prepare original and seven (7) copies in accordance with DAD 204-1, Appendix A. Route through appropriate channels for required signatures. <b>Section I</b> Complete for all proposed foreign travel. <b>Section II</b> - To be endorsed by AID if travel is under PL 87-195. <b>Section III</b> Complete only Item I if employee <b>has been</b> granted security assurance for foreign travel within the last 12 months. Complete only Item 2 if employee <b>has not been</b> granted security assurance for foreign travel within the last 12 months. <b>Section IV</b> - Complete applicable items.	
<b>REQUEST FOR SECURITY ASSURANCE AND OFFICIAL PASSPORT CLEARANCE FOR FOREIGN TRAVEL</b>					
DATE OF REQUEST	BUREAU OR OFFICE		ESTIMATED COST, OR AGENCY PAYING, IF OTHER THAN COMMERCE		
<b>Section I - FOREIGN TRAVEL INVOLVED</b>					
1. FULL NAME OF EMPLOYEE ( <i>First, Middle, Last</i> )			2. TITLE AND GRADE		
3. DATE OF BIRTH	4. a. PLACE OF BIRTH	b. SOCIAL SECURITY NO.	5. DEPARTURE DATE	6. EXPECTED RETURN DATE	
7. IF ASSIGNMENT IS TO <i>OFFICIAL FOREIGN POST OF DUTY STATION (Check which)</i> NEW POSITION _____ REPLACING ( <i>Name of person</i> ) _____					
8. COUNTRIES TO BE VISITED AND PURPOSE OF TRAVEL ( <i>Include name of group sponsoring conference, meeting, etc.</i> )					
9. DEPENDENTS TO ACCOMPANY EMPLOYEE ( <i>Full name of each, relationship to employee, date and place of birth</i> )					
10. INTERNAL CLEARANCES		11. SIGNATURE OF SUPERVISOR		DATE	
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1. I CERTIFY that the above employee was granted security assurance for foreign travel within the past 12 months ( <i>See Appendix A, DAO 204-1</i> )		SIGNATURE OF PRIMARY ORG. UNIT AUTHORIZED OFFICIAL		DATE GRANTED	
2. WILL EMPLOYEE HAVE ACCESS TO CLASSIFIED MATERIAL?		YES	NO	a. IF "YES," DEGREE OF CLASSIFIED MATERIAL	
<b>3. For use of Office of Investigations and Security - THE EMPLOYEE HAS BEEN GRANTED SECURITY CLEARANCE AS FOLLOWS:</b>					
a. DEGREE		DATE GRANTED	b. BASIS OF CLEARANCE		
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**UNITED STATES DEPARTMENT OF COMMERCE**  
**International Trade Administration**  
Washington, D C 20230

