

# Steps to Processing VISAS

Initiated by Emergency Management Office

Submitted to LMO with the following information:

Name, date of departure, destination, POC @ destination with phone number. (If there is a DSN number provide the commercial prefix)

Provide info to IM (For preparation of Memo)

IM Provide LMO with signed Memo

LO – sends the memo to the appropriate personnel for signature

Memo is sent back to LO

The signed Memo, original passport, passport photo, Form 1056, VISA application and a SASE will be sent to the Consulate Office for processing of the VISAS

Original passport and VISAS will be mailed back to the traveler.

NOTE: 45 days is normal Processing time  
10-15 days for emergency reasons.