
**U.S. Department of State
Office of Foreign Missions**



**Courtesies of Port
e-Gov User Guide**

Version 1.0

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Table of Contents

1 – Introduction	1
1.1 – Authorization	1
1.2 – Background	1
2 – System Requirements	2
3 – Overview	3
3.1 – Environment	3
3.2 – Window Symbol Definitions	3
4 – Getting Started	6
4.1 – e-Gov On-Line Application	6
4.2 – Main Menu	8
4.3 – Using the Menu Bar	8
5 – e-Gov Data Entry	9
5.1 – Request a New Service	9
5.2 – Application Selection	10
6 – Courtesies of Port	11
6.1 – Principal Traveler Information	12
6.2 – Chief of State/Head of Government	13
6.3 – Flight Information	14
6.3.1 – Commercial Air Carrier	14
6.3.2 – Special Flight (Private)	14
6.3.3 – Continue to DC	15
6.4 – Enter Mandatory Data	16
6.5 – Enter Companions	18
6.6 – Enter Greeters.....	20
6.7 – Enter Armed Security	23
6.8 – Enter Point of Contact and Document Handler	26
6.9 – Departure Information	27
6.10 – Confirmation Page.....	29
6.11 – Submission Page with Transaction ID	32
7 - Viewing Your Submitted Forms	33
Appendix A – Request Access to System	40
Appendix B – User Profile	47
Personal Information	47

Change Password	48
Authorized Missions.....	48
Appendix C – Acronyms	49
Appendix D – Who to call	50

TABLE OF FIGURES

<i>Figure 3.1-1 – Mandatory Field Identified</i>	3
<i>Figure 4.1-1 – Office of Foreign Missions’ Website.....</i>	6
<i>Figure 4.1-2 – Login Window</i>	7
<i>Figure 4.2-1 – Main Menu</i>	8
<i>Figure 4.3-1 – e-Gov Menu Bar.....</i>	8
<i>Figure 5.1-1 – e-Gov Main Menu.....</i>	9
<i>Figure 5.2-1 – Application Selection Screen.....</i>	10
<i>Figure 6-1 – Courtesies of Port Page 1</i>	11
<i>Figure 6.1-1 – Principal Traveler Information.....</i>	12
<i>Figure 6.2-1 – Chief of State/Head of Government</i>	13
<i>Figure 6.3-1 – Arrival Flight Information</i>	14
<i>Figure 6.3.1-1 – Commercial Air Carrier Data.....</i>	14
<i>Figure 6.3.2-1 – Special Flight (Private) Data.....</i>	14
<i>Figure 6.3.3-1 – Continue to DC.....</i>	15
<i>Figure 6.3.3-2 – Continue to DC Flight Information.....</i>	15
<i>Figure 6.4-1 – Mandatory Field Identified</i>	16
<i>Figure 6.4-2 – Principal Traveler and Flight Data Entered.....</i>	17
<i>Figure 6.5-1 – Companions.....</i>	18
<i>Figure 6.5-2 – Companion Information screen.....</i>	18
<i>Figure 6.5-3 – Companion Data Entered.....</i>	19
<i>Figure 6.5-4 – Companion Data Accepted and Add (more) Companion(s) Screen</i>	19
<i>Figure 6.5-5 – Cancel this request.....</i>	20
<i>Figure 6.6-1 – Greeters.....</i>	20
<i>Figure 6.6-2 – Greeter Information screen.....</i>	21
<i>Figure 6.6-3 – Greeter Data Entered.....</i>	21
<i>Figure 6.6-4 – Greeter Data Accepted and Add (more) Greeter(s) Screen.....</i>	22
<i>Figure 6.7-1 – Armed Security screen.....</i>	23
<i>Figure 6.7-2 – Armed Security Information screen.....</i>	24
<i>Figure 6.7-3 – Armed Security Data Entered</i>	24
<i>Figure 6.7-4 – Armed Security Data Accepted Add (more) Armed Security</i>	25
<i>Figure 6.8-1 – Point of Contact and Document Handler screen</i>	26
<i>Figure 6.8-2 – Point of Contact data entered</i>	26
<i>Figure 6.9-1 – Departure Information screen.....</i>	27
<i>Figure 6.9-2 – Departure Information Commercial Air Carrier data.....</i>	28
<i>Figure 6.9-3 – Departure Information Special (Private) Flight data</i>	28
<i>Figure 6.10-1 – Courtesies of Port Confirmation Page.....</i>	30
<i>Figure 6.11-1 – Courtesies of Port Submission Page</i>	32
<i>Figure 7-1 – Select Courtesy of Port.....</i>	34
<i>Figure 7-2 – View Service Requests.....</i>	35
<i>Figure 7-3 – Identifying Columns</i>	36
<i>Figure 7-4 – Opened Record from View Service Request.....</i>	37
<i>Figure 7-5 – Remarks Window.....</i>	38
<i>Figure 7-6 – Remarks Window.....</i>	38

<i>Figure 7-7 – Remarks Displayed.....</i>	<i>39</i>
<i>Figure A-1 – Request Access to System.....</i>	<i>40</i>
<i>Figure A-2 – Access Request for OFM e-Gov Application</i>	<i>41</i>
<i>Figure A-3 – File Download: Photo Signature Card.....</i>	<i>42</i>
<i>Figure A-4 – Photo Signature Card</i>	<i>43</i>
<i>Figure A-5 – Privacy Act Statement.....</i>	<i>43</i>
<i>Figure A-6 – File Download: Access Request Form.....</i>	<i>44</i>
<i>Figure A-7 – Save the e-Gov application</i>	<i>45</i>
<i>Figure A-8 – Application for OFM e-Gov Account.....</i>	<i>46</i>
<i>Figure B-1 – View Your User Profile.....</i>	<i>47</i>
<i>Figure B-2 – Personal Information Screen</i>	<i>47</i>
<i>Figure B-3 – Change Password Screen</i>	<i>48</i>
<i>Figure B-4 – Authorized Missions.....</i>	<i>48</i>

1 – INTRODUCTION

The e-Gov application is the external subsystem of online applications to request services from the Office of Foreign Missions. It is used by the Missions and Consulates to apply for accreditations, Diplomatic Motor Vehicle services, Tax exemption cards for personal taxes, utility taxes and gasoline taxes; and for Travel Services. The e-Gov program enables the Foreign Diplomatic and Consular community to apply for OFM, Office of Protocol, Tax, Customs and Travel services via the Internet.

Since its implementation this internet based application has allowed for electronic filing of previously time consuming and intensive paperwork submission of requests for services. The benefits associated with e-Gov include the reduced turn-around processing time on applications for DMV, Protocol, Tax, Customs, and Travel services. In addition, users can now review the online status of submitted applications.

The e-Gov application has helped to improve the accuracy of requests as system edits can detect and flag many common data entry problems.

1.1 – Authorization

The Bureau of Diplomatic Security, Office of Foreign Missions (DS/OFM) has developed and deployed an e-Government (e-Gov) solution that addresses the paper-oriented business model currently in place at OFM. The e-Gov solution will streamline operations and reduce operational costs.

1.2 – Background

The Office of Foreign Missions Information System (TOMIS) is an integrated, custom application system designed to support OFM and S/CPR activities for a client base consisting of 100,000 diplomatic staff, support personnel and their dependents from more than 150 accredited nations. The OFM user community includes OFM offices in Washington, DC, Chicago, Houston, Los Angeles, Miami, New York, and San Francisco, as well as affiliated organizations including the U.S. Mission to the United Nations Office of Host Country Affairs (USUN/HC), OFM's Interagency Liaison Group (ILG), the Secret Service, and Diplomatic Security.

Currently, five integrated subsystems support the missions of the offices:

1. Customs
2. Diplomatic Motor Vehicles (DMV)
3. Tax
4. Protocol (Accreditation)
5. Travel

2 – SYSTEM REQUIREMENTS



The e-Gov program is accessible via the Internet and will support standard web browsers, such as Microsoft Internet Explorer version 5.0 and above, or equivalent, which support the following features:

- ✓ JavaScript 1.5
- ✓ Cascading Style Sheets CSS1 or CSS2 standards
- ✓ XHTML 1.0
- ✓ HTML 4
- ✓ Graphics
- ✓ Adobe Acrobat 5.0

Your browser **MUST** accept cookies in order for this application to display and run properly. This is the default behavior for all browsers.

3 – OVERVIEW

Key to Symbols in This User Guide

	Indicates a command executed via the keyboard.
	Indicates a command executed by clicking the left or right button of the mouse.

3.1 – Environment

The e-Gov program is a web-based application. You may initiate actions throughout the e-Gov Program using either the mouse or the keyboard. To use the mouse, position your cursor and click the left or right mouse button. Keyboard control is also available by using a combination of command keys on the keyboard.

This architecture allows the entry of data by positioning the cursor using the mouse, or by using the [TAB] key on the keyboard. Only columns in which data can be entered are activated for input. Fields marked in gray are **display-only**. NOTE: *Fields marked with an asterisk are **mandatory***. If data is not entered for mandatory fields the system will provide a message stating that the data for the field is required (*see Figure 3.1-1*).

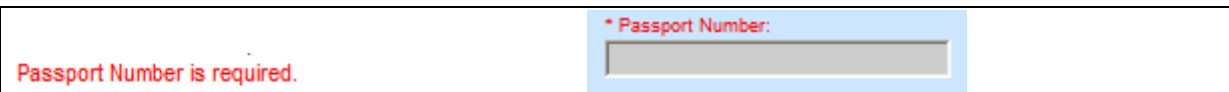






Figure 3.1-1 – Mandatory Field Identified





Data entry is made easy by using displays (field names) on the **active** window (the **active** window is the window currently responding to keyboard or mouse commands, although other windows may also be "open"). The displays in the active window allow you to see information pertinent to the field being entered, and allow you to see your data as you enter it. Enter data by highlighting or selecting the section you wish to edit, then typing in the data. In certain fields, you will be able to select an answer from a drop-down list of choices. Selections are made by using the mouse to  [CLICK] on list items selection box, or by navigating through the list using the [ARROW KEYS] and [ENTER] on the keyboard . You can navigate through the menu bar by using the mouse to  [CLICK] on the menu option, or by using the [ARROW KEYS] and [ENTER] on the keyboard . Certain menu items also have keyboard shortcuts that are available. See Section 3.2, *Window Symbol Definitions*, for more detailed instructions on the various types of data entry fields.

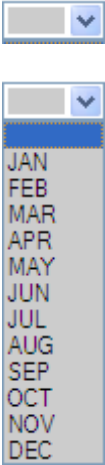

For additional help navigating this windows-based system, refer to Microsoft Windows Help™, available from the Start button in Microsoft's Windows operating systems.

3.2 – Window Symbol Definitions

While using the e-Gov program, you will encounter symbols that are designed to ease the data entry process. Familiarity with these symbols will help you use the e-Gov program in the most efficient manner possible. The following table provides definitions for the symbols.

Table 3.2-1 Windows Symbol Definitions

Window Symbol	Definition	Navigation
	<p>The EDIT or TEXT BOX symbol represents a field requiring data entry.</p>	<p>☞ [CLICK] in the box to begin entering information.</p> <p>☞ Use [TAB] to move from one edit box to the next edit box.</p>
<p>  Inactive  Active </p>	<p>The RADIO BUTTON symbol is similar to the working of car radio controls.</p> <p>Selecting [CLICKing] a button makes your choice 'active', and releases your previous choice. Only one choice may be selected at a time, indicated by a dot appearing in the button selected.</p>	<p>☞ To select or deselect an item, [CLICK] on the RADIO BUTTON.</p> <p>☞ Select or deselect an item by pressing [ENTER] or [SPACE BAR]. Use [TAB], [UP ARROW] or [DOWN ARROW] to navigate from one selection to another.</p>
	<p>The COMMAND BUTTON is a raised rectangle.</p>	<p>☞ [CLICK] on the button to initiate an action.</p> <p>☞ Press [ENTER] to execute the current choice. Use [TAB], [UP ARROW] or [DOWN ARROW] to navigate from one selection to another.</p>

Window Symbol	Definition	Navigation
	<p>The DROP-DOWN LIST OF VALUES is represented by a push button with a down arrow inside. The window displays a vertical listing of possible category choices.</p> <p>Some DROP-DOWN LIST BOXES are editable. These have a blank space between the text portion and the drop-down arrow.</p>	<p>☞ [CLICK] on the DROP-DOWN LIST OF VALUES down arrow to access the list. ☞ [CLICK] on a list item to select it.</p> <p>☞ Use [UP ARROW] or [DOWN ARROW] to navigate from one list item to another. Use of the [SPACEBAR] will select an item and clicking the [ESC] key will cancel the selection and close the box.</p>
	<p>The SCROLL BAR allows you to move through a list that is too large for the area it fills.</p>	<p>Move through the list by dragging the small gray square with your mouse pointer. ☞ [CLICK] the small gray rectangle in the scroll bar, hold down the left mouse button, and pull the mouse forward and back. The list will move up and down.</p> <p>You can also use your ☞ keyboard to scroll through the list. Use the [UP ARROW] and [DOWN ARROW] to highlight the requisition you want.</p>

4 – GETTING STARTED

4.1 – e-Gov On-Line Application

Activate the e-Gov program from the U. S. Department of State’s Office of Foreign Missions Website (<http://www.state.gov/ofm/index.htm>) by clicking on the On-Line Application link (see *Figure 4.1-1*):

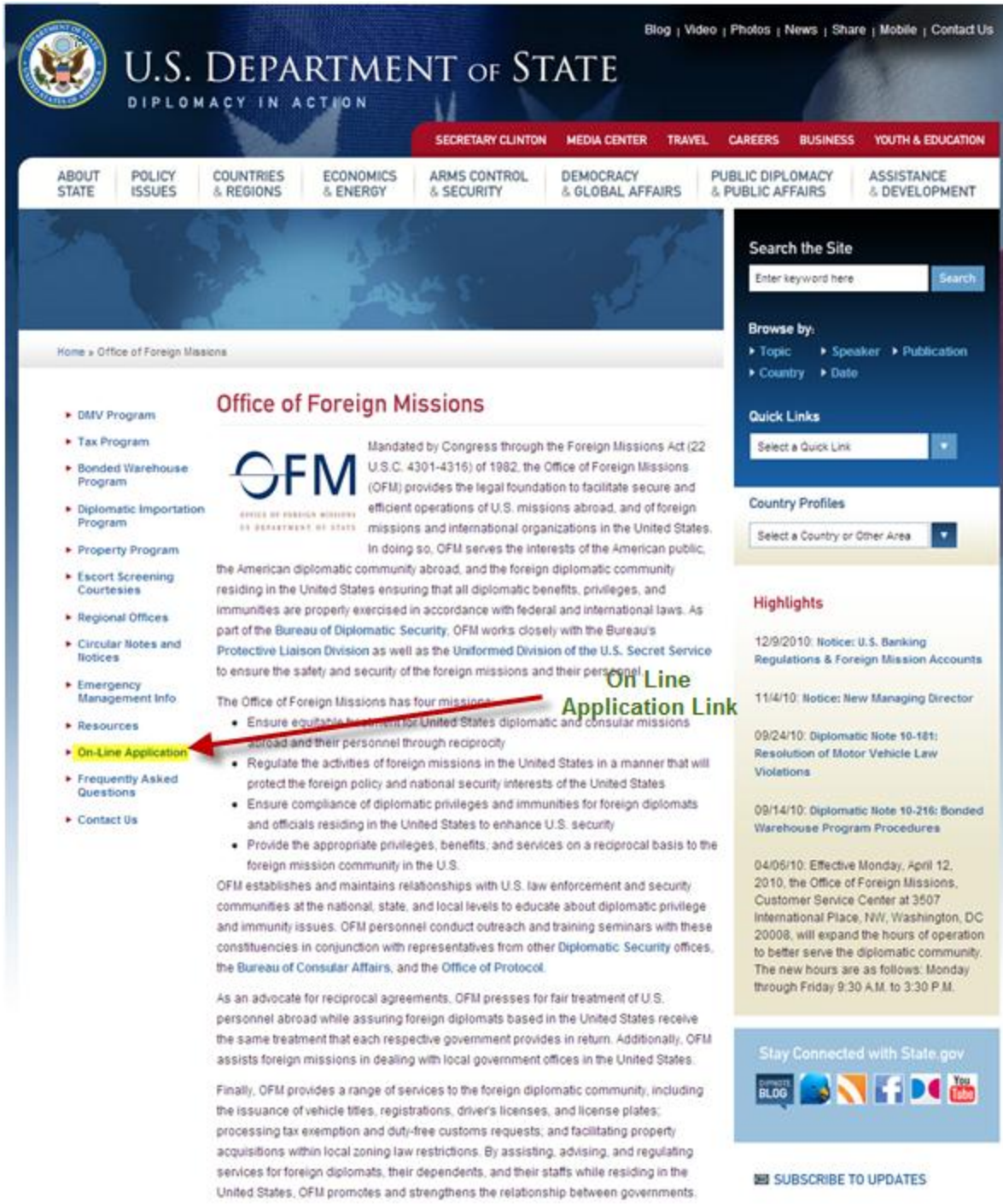


Figure 4.1-1 – Office of Foreign Missions’ Website

Click on the **On-Line Application** link and the system will take you to the Logon Dialog Window (see *Figure 4.1-2*).



Figure 4.1-2 – Login Window

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

If you do not have a User Name and Password, please see Appendix A for instructions on how to request credentials to gain access to e-Gov.

4.2 – Main Menu

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance you to the Main Menu (see *Figure 4.2-1*).



Figure 4.2-1 – Main Menu

4.3 – Using the Menu Bar

The Menu Bar displays links of options (see *Figure 4.3-1*).



Figure 4.3-1 – e-Gov Menu Bar

5 – E-GOV DATA ENTRY

5.1 – Request a New Service

To access the on-line forms click on either one of the **Request a New Service** links located on the main menu (see *Figure 5.1-1*).



Figure 5.1-1 – e-Gov Main Menu

5.2 – Application Selection

After selecting the **Request a New Service** option, the system will advance to display a list of e-Gov applications that you have been given access to submit request for services. The screen is divided by functional area. The Courtesies of Port request is located in the Travel section (see *Figure 5.2-1*).

Functional Area	Services
DMV	Vehicle Registration Vehicle Title Replacement Plates Driver License/Non-Driver ID Update Vehicle Insurance
Tax	Tax Exemption Card Exemption from Utilities Taxes Exemption from Gasoline Taxes
Whitehouse Visit	Request for Chief of Mission Tour Request for Group Tour Cancel Previously Requested Tour
Travel	Courtesies of Port

Use this hyperlink to access the Courtesies of Port Application

Figure 5.2-1 – Application Selection Screen.

6 – COURTESIES OF PORT

The Courtesies of Port selection will advance you to Page 1 of 6 and display the data elements that need to be entered to begin the request for port courtesies (see *Figure 6-1*).

 **U.S. Department of State**
Office of Foreign Missions

Application for Courtesies of Port | Page 1 of 6 | [Instructions](#)

The Mission/Agency of: EMBASSY OF AUSTRALIA
Presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

* Last Name: * First Name: * 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) 406-7660.
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?:
 Yes No

Requesting U.S. Secret Service?:
 Yes No

If 'yes', Requesting Protection For?:
 Duration of Visit? Courtesies of Port Only?

Foreign Minister?:
 Yes No

Requesting State Department Diplomatic Security?:
 Yes No

Continue on to DC?:
 Yes No

Arrival Flight Information:
* First Port of Entry into the United States: * Arrival Date (mm/dd/yyyy):

* Arrival Time: * Flight Type:
* Hour * Minute Commercial Air Carrier
 Special Flight (Private)

<< Back Cancel Next >>

Figure 6-1 – Courtesies of Port Page 1

6.1 – Principal Traveler Information

The system will prompt you to enter principal traveler information: Last Name, First Name, Title (Options: President, Vice President, King, Queen, Prime Minister, Foreign Minister, Cabinet Official, Member of Legislature, Governor, Mayor, Spouse, Child, Ambassador of the US, Ambassador-Designate, Royal Family, Religious Dignitary, Advance Team, or Other), Date of Birth, Passport Number, Visa Foil Number, and Visa Type (see *Figure 6.1-1*).

Step	Action	Result of Action
1.	The top part of Page 1 of 6 prompts you to enter data elements on Principal Traveler.	<p>The system will default to the name of the Mission / Agency for which you are associated.</p> <p>If filing from another agency, the system will display a drop-down menu to choose the Mission or Agency.</p> <p>The following fields will be displayed, where you must enter the following data elements:</p> <ul style="list-style-type: none"> * Last name – free-form text * First Name – free-form text * Title – the drop down list of values * Date of Birth – format mm/dd/yyyy * Passport Number – free form text * Visa Foil Number – free form text with at least eight alphanumeric characters * Visa Type – drop-down list of values.

The Mission/Agency of: EMBASSY OF AUSTRALIA
Presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

* Last Name:

* First Name:

* Title:

* Date of Birth (mm/dd/yyyy):

* Passport Number:

* Visa Foil Number:

* Visa Type:

Figure 6.1-1 – Principal Traveler Information

6.2 – Chief of State/Head of Government

The middle part of the screen displays the following information messages:

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.

The middle part of the screen also prompts you to identify if the applicant is Chief of State/Head of Government, if the request for protection is for the entire visit, if the applicant is continuing to Washington, DC, if the applicant is a Foreign Minister, if the applicant requests Courtesies of Port security only, if protection from the State Department Security Service, and if the traveler is continuing to DC (see *Figure 6.2-1 Chief of State/Head of Government*).

The screenshot shows a light blue form with several sections, each with a yellow header and radio button options:

- Chief of State/Head of Government?:** Yes No
- Foreign Minister?:** Yes No
- Requesting U.S. Secret Service?:** Yes No
- Requesting State Department Diplomatic Security?:** Yes No
- If 'yes', Requesting Protection For?:**
 - Duration of Visit?
 - Courtesies of Port Only?
- Continue on to DC?:** Yes No

Figure 6.2-1 – Chief of State/Head of Government

6.3 – Flight Information

The bottom portion of the screen prompts you to enter Arrival Flight Information: First Port of Entry into the United States, Arrival Date, Arrival Time, Flight Type (Commercial Air Carrier, Special Flight (Private)) (see *Figure 6.3-1*).

The screenshot shows a form titled "Arrival Flight Information:" with four main sections. The first section is "* First Port of Entry into the United States:" with a dropdown menu. The second is "* Arrival Date (mm/dd/yyyy):" with a date input field and a calendar icon. The third is "* Arrival Time:" with two dropdown menus labeled "* Hour" and "* Minute". The fourth is "* Flight Type:" with two radio buttons: "Commercial Air Carrier" and "Special Flight (Private)".

Figure 6.3-1 – Arrival Flight Information

6.3.1 – Commercial Air Carrier

If you chose **Commercial Air Carrier** the system will prompt you to enter Flight Carrier name and Flight Number (see *Figure 6.3.1-1*).

This screenshot is similar to Figure 6.3-1, but the "Commercial Air Carrier" radio button is selected. Below the flight type section, there are two new text input fields: "* Flight Carrier Name" and "* Flight Number".

Figure 6.3.1-1 – Commercial Air Carrier Data

6.3.2 – Special Flight (Private)

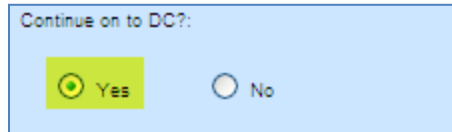
If you choose **Special Flight (Private)**, the system will prompt you to enter Aircraft Make, Aircraft Model, Tail Number and Call Sign (see *Figure 6.3.2-1*).

This screenshot is similar to Figure 6.3.1-1, but the "Special Flight (Private)" radio button is selected. Below the flight type section, there are four text input fields: "* Aircraft Make", "* Aircraft Model", "* Tail Number", and "* Call Sign". At the bottom of the form, there are three buttons: "<< Back", "Cancel", and "Next >>".

Figure 6.3.2-1 – Special Flight (Private) Data

6.3.3 – Continue to DC

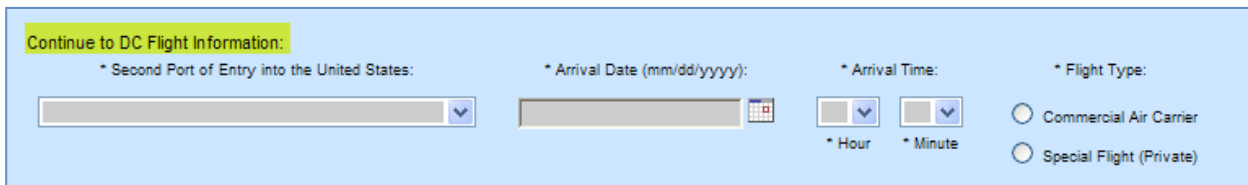
If you chose ‘Yes’ to answer **Continue on to DC** (see *Figure 6.3.3-1*) the system will prompt you to enter Continue to DC Flight Information (see *Figure 6.3.3-2*): Second Port of Entry into the United States: Arrival Date (mm/dd/yyyy), Arrival Time (Hour Minute) and Flight Type: **Commercial Air Carrier** or **Special Flight (Private)**.



Continue on to DC?:


Yes No

Figure 6.3.3-1 – Continue to DC



Continue to DC Flight Information:

* Second Port of Entry into the United States:

* Arrival Date (mm/dd/yyyy): 

* Arrival Time:
* Hour * Minute

* Flight Type:
 Commercial Air Carrier
 Special Flight (Private)

Figure 6.3.3-2 – Continue to DC Flight Information

6.4 – Enter Mandatory Data

You must enter all mandatory data as requested and prompted on the screen. You will have to enter information about the principal traveler including Last Name, First Name, Title, Visa Foil Number, and Date of Birth.

The system will allow you to answer ‘Yes’ to either Chief of State/Head of Government or Foreign Minister. Answering ‘Yes’ to one will default ‘No’ to the other.

The system will allow you to answer ‘Yes’ to either Request entire visit security or Request Courtesies of Port security only. Answering ‘Yes’ to one will default No to the other. However, you will be able to answer ‘No’ to both.

You will also enter First Port of Entry into the United States along with Arrival Flight Information which includes identifying Flight Type as Commercial Air Carrier or Special (Private) Flight.

If Commercial Air Carrier is selected as the Flight Type, you will be prompted to enter Flight Carrier Name and Flight Number. If Special (Private) Flight is selected, you will be prompted to enter Aircraft make, Aircraft Model, Tail Number, and Call Sign.

All of the aforementioned fields are mandatory and valid data must be entered in all fields, else the system will give an error denoted in **red**.

If you denote ‘Yes’ to Continue to DC, the system will prompt you to enter Continue to DC Flight Information. If Commercial Air Carrier is selected as the Flight Type, you will be prompted to enter Flight Carrier Name and Flight Number. If Special (Private) Flight is selected, you will be prompted to enter Aircraft make, Aircraft Model, Tail Number, and Call Sign.

All of the aforementioned fields are mandatory and valid data must be entered in all fields, else the system will give an error denoted in **red**.

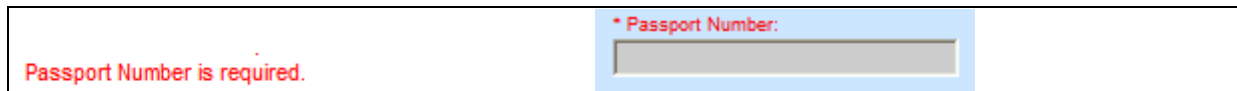


Figure 6.4-1 – Mandatory Field Identified



U.S. Department of State

Office of Foreign Missions

Application for Courtesies of Port | Page 1 of 6 | [Instructions](#)

The Mission/Agency of: EMBASSY OF AUSTRALIA
Presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:

* Last Name: GREEN * First Name: GREGORY * Title: MAYOR * Date of Birth (mm/dd/yyyy): 08/29/1970
* Passport Number: 9911220033456 * Visa Foil Number: 12345678X * Visa Type: A-2 - OTHER FOREIGN GOVT OFF/EMP & IMMEDIATE F

For Chiefs of State and Heads of Governments, to confirm this visit, contact U.S. Secret Service (202) 406-7660 and fax (202) 406-7660.
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?: Yes No
Requesting U.S. Secret Service?: Yes No
If 'yes', Requesting Protection For?: Duration of Visit? Courtesies of Port Only?

Foreign Minister?: Yes No
Requesting State Department Diplomatic Security?: Yes No
Continue on to DC?: Yes No

Arrival Flight Information:
* First Port of Entry into the United States: JFK - New York - John F. Kennedy International * Arrival Date (mm/dd/yyyy): 08/28/2011 * Arrival Time: 07:45 * Flight Type: Commercial Air Carrier Special Flight (Private)

* Flight Carrier Name: AMERICAN AIRLINES * Flight Number: AA101

Continue to DC Flight Information:
* Second Port of Entry into the United States: BWI - Baltimore/Washington International * Arrival Date (mm/dd/yyyy): 09/01/2011 * Arrival Time: 12:00 * Flight Type: Commercial Air Carrier Special Flight (Private)

* Flight Carrier Name: AMERICAN AIRLINES * Flight Number: AA12

<< Back Cancel Next >>

Figure 6.4-2 – Principal Traveler and Flight Data Entered

Click the **Next** button to accept the data entered and advance to the next screen. The system will display Page 2 of 6 prompting you to add companions (see **Figure 6.5-1**).

6.5 – Enter Companions

Click the Add Companion button to advance to Page 2a of 6 to enter Companions (see **Figure 6.5-2**). If there are no companions click the Next button to advance to the Greeters screen (see **Figure 6.6-1**).



The screenshot shows the U.S. Department of State Office of Foreign Missions application for courtesies of port, page 2 of 6. The page features the Department of State seal and the title "U.S. Department of State Office of Foreign Missions". Below the title is a navigation bar with "Application for Courtesies of Port | Page 2 of 6 | Instructions". The main content area is titled "Companions" and contains a table with the following columns: Name, Title or Relationship, Date of Birth, Passport Number, Visa Type, Foil Number, Edit, and Delete. The table is currently empty, displaying the message "There are no companions in your list." Below the table are buttons for "Back <<", "Add Companion", "Next >>", and "Cancel".

Figure 6.5-1 – Companions

You will be prompted to enter Companion Information which includes Last Name, First Name, Title or Relationship, Date of Birth (mm/dd/yyyy), Passport Number, Visa Type and Visa Foil Number (see **Figure 6.5-2**).



The screenshot shows the U.S. Department of State Office of Foreign Missions application for courtesies of port, page 2a of 6. The page features the Department of State seal and the title "U.S. Department of State Office of Foreign Missions". Below the title is a navigation bar with "Application for Courtesies of Port | Page 2a of 6 | Instructions". The main content area is titled "Companion Information:" and contains the following fields: Last Name, First Name, Title or Relationship, Date of Birth (MM/dd/yyyy), Passport Number, Visa Type, and Visa Foil number. The form is currently empty, and the "Submit Companion" and "Cancel" buttons are visible at the bottom.

Figure 6.5-2 – Companion Information Screen

All fields except for the Visa Foil Number are mandatory and must be filled or the system will provide an error text in red.

You must enter all mandatory Companion Information as requested and prompted on the screen. You will have to enter Last Name, First Name, Title or Relationship, Date of Birth, Passport Number, Visa Type, and Visa Foil Number.

The Date of Birth must be entered with mm/dd/yyyy format. The system will provide a drop-down list of values for the Visa Type. All of the other fields are free-form text.

The screenshot shows the 'U.S. Department of State Office of Foreign Missions' application interface. At the top left is the department's seal. The title 'U.S. Department of State Office of Foreign Missions' is centered in blue. Below the title is a navigation bar with 'Application for Courtesies of Port | Page 2a of 6 | Instructions'. The main form area is titled 'Companion Information:' and contains several input fields:

- * Last Name: ALSAID
- * First Name: BAYAN
- * Title or Relationship: OTHER RELATION (dropdown menu)
- * Date of Birth (MM/dd/yyyy): 03/22/1977
- * Passport Number: N005001837
- * Visa Type: A-2 - OTHER FOREIGN GOVT OFF/EMP & IMMEDIATE F (dropdown menu)
- Visa Foil Number: 58526099

 At the bottom of the form are two buttons: 'Submit Companion' and 'Cancel'.

Figure 6.5-3 – Companion Data Entered

Click the **Submit Companion** button for the system to accept the information that you entered. The system will display Page 2 of 6 showing the Companions list table with Name, Title or Relationship, Date of Birth, Passport Number, Visa Type, and Foil Number (see *Figure 6.5-4*). The system will allow you to Edit or Delete the data that you entered with the Edit and Delete buttons on the same line. The **Cancel** button will prompt you to cancel the entry of this companion.

The screenshot shows the 'U.S. Department of State Office of Foreign Missions' application interface on Page 2 of 6. The title and navigation bar are the same as in Figure 6.5-3. Below the navigation bar is a table titled 'Companions'. The table has the following data:

Name	Title or Relationship	Date of Birth	Passport Number	Visa Type	Foil Number	Edit	Delete
ALSAID, BAYAN	OTH	03/22/1977	N005001837	A-2	58526099	Edit	Delete

 Below the table are four buttons: 'Back <<', 'Add Companion', 'Next >>', and 'Cancel'.

Figure 6.5-4 – Companion Data Accepted and Add (more) Companion(s) Screen

Click the **Back** button and the system will return you to Page 1 of 6 (see *Figure 6.4-2*). Click the **Add Companion** button and the system will display Page 2a of 6 and allow you to add another companion (see *Figure 6.5-2*). Click on the **Next** button and the system will display Page 3 of 6 and allow you to add greeters (see *Figure 6.6-1*). Click on the **Cancel** button and the system will prompt you to cancel this request (see *Figure 6.5-5*). If you click on 'OK' the system will exit you out of the application and return you to the Request a Service screen.

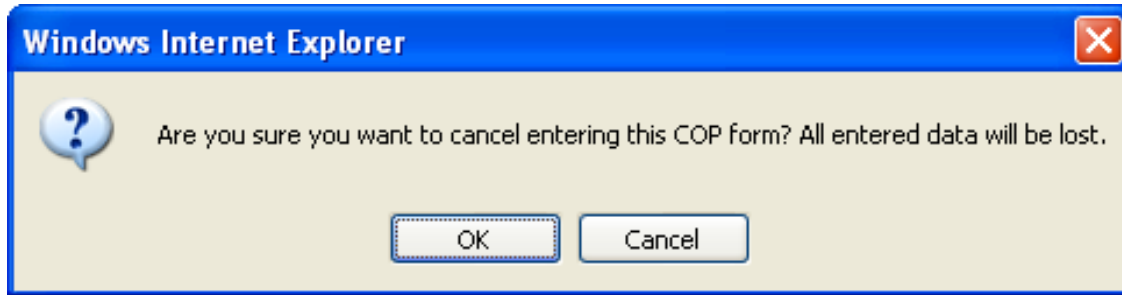


Figure 6.5-5 – Cancel this Request

6.6 – Enter Greeters

Click on the Add Greeter button and the system will advance you to Page 3a of 6 to enter Greeters (see *Figure 6.6-2 – Greeter Information*).



Figure 6.6-1 – Greeters

The system shall prompt you to enter Greeter Information: Last Name, First Name, and Title (see *Figure 6.6-2*).

U.S. Department of State
Office of Foreign Missions

Application for Courtesies of Port | Page 3a of 6 | [Instructions](#)

Greeter Information:

* Last Name	* First Name	* Title

Submit Greeter Cancel

Figure 6.6-2 – Greeter Information Screen

You must enter all mandatory data (see *Figure 6.6-3*).

U.S. Department of State
Office of Foreign Missions

Application for Courtesies of Port | Page 3a of 6 | [Instructions](#)

Greeter Information:

* Last Name	* First Name	* Title
JOHNSON	JAMES	MR.

Submit Greeter Cancel

Figure 6.6-3 – Greeter Data Entered

Click the **Submit Greeter** button to accept the data entered. The system will accept the data and display Page 3 of 6 (see *Figure 6.6-4*). The system will allow you to enter up to ten greeters if the Principal traveler is a Chief Of State/Head of Government or Prime Minister. However, the system will allow only two greeters if the Principal traveler is not is a Chief Of State/Head of Government or Prime Minister. Click the Add Greeter button to add more greeters. The system will return to Page 3a of 6 (see *Figure 6.6-2*).

Click the **Cancel** button to cancel this entry. The system will prompt to ask if you want to cancel this entry (see *Figure 6.5-5*).

Figure 6.6-4 – Greeter Data Accepted and Add (more) Greeter(s) Screen

From the Greeters screen (Page 3 of 6), if you click the following Action, you will get the respective Result Action:


Step	Action	Result of Action
1.	Click the Back button.	The system will display Page 2 of 6 (see <i>Figure 6.5-4</i>).
2.	Click the Add Greeter button.	The system will display Page 3a of 6 for you to enter the Name and Title of greeters (see <i>Figure 6.6-2</i>).
3.	Click on the Next button.	The system will display Armed Security screen (see <i>Figure 6.7-1</i>).
4.	Click on the Cancel button.	The system will prompt you to cancel this form (see <i>Figure 6.5-5</i>).

6.7 – Enter Armed Security

The system will advance to Page 4 of 6 and allow you to enter Armed Security data (see *Figure 6.7-1*).

Figure 6.7-1 – Armed Security Screen

Step	Action	Result of Action
1.	Click on the Add Armed Security button.	<p>The system will prompt user to enter Armed Security information (see <i>Figure 6.7-2</i>).</p> <p>Companion Information:</p> <ul style="list-style-type: none"> * Last Name * First Name * Rank * Service Name * Passport Number * Visa Foil Number * Visa Type * Weapon Make * Weapon Model * Weapon Serial Number * Weapon Caliber * Weapon number of Rounds of Ammunition.



U.S. Department of State Office of Foreign Missions

Application for Courtesies of Port | Page 4a of 6 | [Instructions](#)

Armed Security Information:

* Last Name	* First Name	* Rank	* Service Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Passport Number	* Visa Foil Number	* Visa Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Weapon Make	* Weapon Model	* Weapon Serial Number	* Weapon Caliber
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		* Weapon # of Rounds of Ammunition	
		<input type="text"/>	

Figure 6.7-2 – Armed Security Information Screen

Enter the requested data in the corresponding fields. The system will display the data entered (see *Figure 6.7-3*). Click the **Submit Armed Security** button to accept the data entered. The system will return you to the Armed Security screen with the data that you entered (see *Figure 6.7-4*).



U.S. Department of State Office of Foreign Missions

Application for Courtesies of Port | Page 4a of 6 | [Instructions](#)

Armed Security Information:

* Last Name	* First Name	* Rank	* Service Name
<input type="text" value="WASHINGTON"/>	<input type="text" value="WILLIAM"/>	<input type="text" value="ADMIRAL"/>	<input type="text" value="SECURITY, INC"/>
* Passport Number	* Visa Foil Number	* Visa Type	
<input type="text" value="X1234567890"/>	<input type="text" value="X2010X984"/>	<input type="text" value="A-2 - OTHER FOREIGN GOVT OFF/EMP & IMMEDIATE F"/>	
* Weapon Make	* Weapon Model	* Weapon Serial Number	* Weapon Caliber
<input type="text" value="WESSON"/>	<input type="text" value="350 MAGNUM"/>	<input type="text" value="WES350MAGX99"/>	<input type="text" value="35"/>
		* Weapon # of Rounds of Ammunition	
		<input type="text" value="20"/>	

Figure 6.7-3 – Armed Security Data Entered

If you click the Cancel button, the system will cancel this entry of an Armed Security.



U.S. Department of State Office of Foreign Missions

Application for Courtesies of Port | Page 4 of 6 | [Instructions](#)

Armed Security

Name	Rank	Service	Passport #	Visa Type	Foil Number	Weapon Make	Weapon Model	Weapon Serial#	Weapon Caliber	# Rounds of Ammunition	Edit	Delete
WASHINGTON, WILLIAM	ADMIRAL	SECURITY, INC	X1234567890	A-2	X2010X984	WESSON	350 MAGNUM	WES350MAGX99	35	20	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Figure 6.7-4 – Armed Security Data Accepted Add (more) Armed Security

If you click the **Back** button the system will display Page 2 of 6 (see **Figure 6.5-4**). If you click the **Add Armed Security** button, the system will display Page 4a of 6 (see **Figure 6.7-2**). If you click on the **Next** button, the system will display Point of Contact screen (see **Figure 6.8-1**). If you click on the **Cancel** button, the system will prompt you to cancel this form

6.8 – Enter Point of Contact and Document Handler

The system will prompt you to enter the Point of Contact Information: Last Name, First Name, Title, Telephone Number, and Cell Phone Number. These data elements are mandatory and must be entered to continue.

On this same screen, Page 5 of 6, the system will prompt you to enter Contact Document Handler Information (see *Figure 6.8-1*). These data elements for Contact Document Handler Information are not mandatory and the system will allow you to continue if left blank.

U.S. Department of State
Office of Foreign Missions

Application for Courtesies of Port | Page 5 of 6 | [Instructions](#)

Point of Contact Information:

* Last Name	* First Name	* Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Telephone Number	* Cell Phone Number	
<input type="text"/>	<input type="text"/>	

Contact Document Handler Information:

Last Name	First Name
<input type="text"/>	<input type="text"/>
Handler Telephone Number	Handler Cell Phone Number
<input type="text"/>	<input type="text"/>

Figure 6.8-1 – Point of Contact and Document Handler Screen

The system will display the data entered (see *Figure 6.8-2*).

U.S. Department of State
Office of Foreign Missions

Application for Courtesies of Port | Page 5 of 6 | [Instructions](#)

Point of Contact Information:

* Last Name	* First Name	* Title
ROBERTSON	REGINA	MINISTER
* Telephone Number	* Cell Phone Number	
310-555-1212	818-555-1212	

Contact Document Handler Information:

Last Name	First Name
HARRIS	HOPE
Handler Telephone Number	Handler Cell Phone Number
310-444-1212	310-555-1313

Figure 6.8-2 – Point of Contact Data Entered

Click the **Next** button and the system will accept the data entered and advance to Page 6 of 6 (see **Figure 6.9-1**). If you click the **Back** button, the system will return you to Page 4 of 6. If you click the **Cancel** button, the system will prompt you to cancel this COP form in its entirety.

6.9 – Departure Information

The Departure Flight Information screen will propagate the Last Name, First Name and Title fields with data provide for Principal Traveler (see **Figure 6.9-1**). You will be prompted on Page 6 of 6 to enter Departure Information. The fields are not mandatory. However, if departure information is known and available please enter. Else, click the Next button to continue.

The screenshot shows the 'U.S. Department of State Office of Foreign Missions' logo and title at the top. Below it is a navigation bar with 'Application for Courtesies of Port | Page 6 of 6 | Instructions'. The main form area contains the following fields and controls:

- * Last Name: Text input field containing 'GREENE'
- * First Name: Text input field containing 'GREGORY'
- * Title: Dropdown menu showing 'MAYOR'
- * Departure Port from the United States: Dropdown menu (empty)
- Departure Flight Information section:
 - Flight Type: Radio buttons for 'Commercial Air Carrier' and 'Special (Private) Flight'.
 - Departure Date: Text input field with a calendar icon, labeled '(mm/dd/yyyy)'
 - Departure Time: Two dropdown menus for 'Hour' and 'Minute'

At the bottom of the form are three buttons: 'Back <<', 'Next >>', and 'Cancel'.

Figure 6.9-1 – Departure Information Screen

The system will prompt you for the respective data elements if the Principal Traveler is using a Commercial Air Carrier (see **Figure 6.9-2**) or Special (Private) Flight (see **Figure 6.9-3**).

Enter data as requested.

Commercial Air Carrier Data

The screenshot shows the 'U.S. Department of State Office of Foreign Missions' application for courtesies of port. The page is titled 'Application for Courtesies of Port | Page 6 of 6 | Instructions'. The form is for a Commercial Air Carrier flight. The data entered is as follows:

* Last Name:	* First Name:	* Title:
GREENE	GREGORY	M

* Departure Port from the United States:
JFK - New York - John F. Kennedy International

Departure Flight Information:

* Flight Type:	* Departure Date:	Departure Time:	
	(mm/dd/yyyy):	* Hour	* Minute
<input checked="" type="radio"/> Commercial Air Carrier	04/01/2011	10	00
<input type="radio"/> Special (Private) Flight			

* Departure Flight Carrier Name: AMERICAN AIRLINES
* Departure Flight Number: AA202

Buttons: Back <<, Next >>, Cancel

Figure 6.9-2 – Departure Information Commercial Air Carrier Data

Special (Private) Flight Data

The screenshot shows the 'U.S. Department of State Office of Foreign Missions' application for courtesies of port. The page is titled 'Application for Courtesies of Port | Page 6 of 6 | Instructions'. The form is for a Special (Private) Flight. The data entered is as follows:

* Last Name:	* First Name:	* Title:
GREEN	GREGORY	MAYOR

* Departure Port from the United States:
JFK - New York - John F. Kennedy International

Departure Flight Information:

Flight Type:	Departure Date:	Departure Time:	
	(mm/dd/yyyy):	Hour	Minute
<input type="radio"/> Commercial Air Carrier			
<input checked="" type="radio"/> Special (Private) Flight	09/09/2011	08	00

Departure Aircraft Make: CESNA
Departure Aircraft Model: A320
Departure Aircraft Tail Number: D1234
Departure Aircraft Call Sign: RT098

Buttons: Back <<, Next >>, Cancel

Figure 6.9-3 – Departure Information Special (Private) Flight Data

Click the **Next** button and the system will accept the data entered and advance you to the Confirmation Page (see *Figure 6.10-1*). If you click the **Back** button, the system will return to Page 5 of 6 (see *Figure 6.8-2*). If you click the **Cancel** button, the system will prompt you to cancel this COP form in its entirety.

6.10 – Confirmation Page

The system will display all of the data that has been entered, on the Confirmation Page. You should verify that all of the data is correct before submitting the form. If you need to make a correction, click on the Edit Form button and the system will return you to Page 1 of 6. You will be able to advance thru the form to each page and make corrections accordingly.

If all of the data is correct, click on the Submit button to advance to the Submission Page where the system generated Transaction ID will be displayed, along with the data that was entered on the form.



U.S. Department of State

Office of Foreign Missions

Application for Courtesies of Port | Confirmation Page | Instructions

Please take a moment to confirm your entry. If it is correct, click the Submit button to send the application.


COURTESIES OF PORT (COP)

NEW REQUEST										
Date of Request	05/17/2011 15:38		Head of State							
Official Full Name	GREEN, GREGORY		Official Title		MAYOR					
Official Date of Birth	08/29/1970		Official Passport Number		9911220033456					
Official Visa Type	A-2		Official Foil Number		12345678X					
Request U.S. Secret Service Protection	YES		Request Security for Entire Visit		YES					
Security Continuing To DC	YES									
<p>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.</p>										
Arrival Flight Information										
First Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number						
JFK - NEW YORK - JOHN F. KENNEDY INTERNATIONAL	2011-08-01T07:45:00	COMMERCIAL	AMERICAN AIRLINES	AA101						
DC Flight Information										
DC Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number						
BWI - Baltimore/Washington International	2011-08-07T12:00:00	COMMERCIAL	American Airlines	AA12						
Departure Flight Information										
Departure Port from the U.S.	Departure Date	Flight Type	Aircraft Make	Aircraft Model	Aircraft Tail Number	Aircraft Call Sign				
JFK - NEW YORK - JOHN F. KENNEDY INTERNATIONAL	2011-09-08T08:00:00	PRIVATE	CESNA	A320	D1234	RT098				
Companions										
Full Name	Title/Relationship	Date of Birth	Passport Number	Visa Type	Foil Number					
ALSAID, BAYAN	OTHER RELATION	03-22-1977	N005001837	A-2	58526099					
Armed Security										
Full Name	Rank	Service	Passport Number	Visa Type	Foil Number	Weapon Make	Weapon Model	Weapon S/N	Weapon Caliber	Weapon # of Rounds
WASHINGTON, WILLIAM	ADMIRAL	SECURITY, IINC	X12345677890	A-2	X2010X984	WESSON	350	WES350MAGX99	35	20
Greeters										
Full Name									Title	
JOHNSON, JAMES									MR.	
Point of Contact										
Main Contact: ROBERTSON, REGINA						Travel Document Handler: HARRIS, HOPE				
Title	Telephone Number	Cell Phone Number	Telephone Number	Cell Phone Number						
MINISTER	310-555-1212	818-555-1212	310-444-1212	310-555-1313						
<input type="button" value="Edit Form"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>										

Figure 6.10-1 – Courtesies of Port Confirmation Page

If you click the **Edit Form** button, the system will return you to Page 1 of 6 for you to edit the form. If you click the **Submit** button, the system will advance to Submission Page with Transaction ID (see *Figure 6.11-1*). Click the **Cancel** button and the system will prompt you to cancel this COP form in its entirety.

6.11 – Submission Page with Transaction ID



U.S. Department of State

Office of Foreign Missions

[View Form #600001132](#) | [View All Requested Services](#) | [Main Menu](#) | [Logout](#)

Transaction ID: **600001132** ← **Transaction ID**

Country: AUSTRALIA
 Status (Date): SUBMITTED (05/17/2011 15:41)
 Created By (Date): ERVINSL (05/17/2011 15:41)
 Modified Date: 05/17/2011 15:41

COURTESIES OF PORT (COP)

NEW REQUEST

Date of Request	05/17/2011 15:38	Head of State	
Official Full Name	GREEN, GREGORY	Official Title	MAYOR
Official Date of Birth	08/29/1970	Official Passport Number	9911220033466
Official Visa Type	A-2	Official Foil Number	1234678X
Request U.S. Secret Service Protection	YES	Request Security for Entire Visit	YES
Security Continuing To DC	YES		

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.

Arrival Flight Information				
First Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number
JFK - NEW YORK - JOHN F. KENNEDY INTERNATIONAL	2011-08-01T07:45:00	COMMERCIAL	AMERICAN AIRLINES	AA101

DC Flight Information				
DC Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number
BWI - Baltimore/Washington International	2011-08-07T12:00:00	COMMERCIAL	American Airlines	AA12

Departure Flight Information						
Departure Port from the U.S.	Departure Date	Flight Type	Aircraft Make	Aircraft Model	Aircraft Tail Number	Aircraft Call Sign
JFK - NEW YORK - JOHN F. KENNEDY INTERNATIONAL	2011-09-08T08:00:00	PRIVATE	CESNA	A320	D1234	RT000

Companions					
Full Name	Title/Relationship	Date of Birth	Passport Number	Visa Type	Foil Number
AL SAID, BAYAN	OTHER RELATION	03-22-1977	N006001837	A-2	66520099

Armed Security										
Full Name	Rank	Service	Passport Number	Visa Type	Foil Number	Weapon Make	Weapon Model	Weapon S/N	Weapon Caliber	Weapon # of Rounds
WASHINGTON, WILLIAM	ADMIRAL	SECURITY, IBC	X12345677890	A-2	X2010X984	WESSON	360	WES500MAGX99	36	20

Greeters	
Full Name	Title
JOHNSON, JAMES	MR.

Point of Contact				
Main Contact: ROBERTSON, REGINA			Travel Document Handler: HARRIS, HOPE	
Title	Telephone Number	Cell Phone Number	Telephone Number	Cell Phone Number
ADMINSTER	310-655-1212	818-555-1212	310-444-1212	310-555-1313

No supporting documents

Check back later with the status of:

Remarks

No remarks on file

Add Remark

Add Remark

Add remarks in this window.
 Click the Add Remark button for system to accept remarks.

←

Figure 6.11-1 – Courtesies of Port Submission Page

Version 1.0

Courtesies of Port User Guide

Page 32 of 55

7 - VIEWING YOUR SUBMITTED FORMS

Step	Action	Result of Action
1.	Initiate login to the e-Gov system.	The OFM Logon window is displayed with the User Name and Password fields enabled. The Login and Reset buttons are enabled.
2.	Enter a valid User Name and Password combination to log in: Type: TOFMXXX in the User Name field. Type: <password> in the password field. Click the Login button.	The e-Gov Main Menu is displayed. The following links are enabled: <ul style="list-style-type: none"> • Request a New Service • View Service Requests • View Your User Profile
3.	Click the link that reads “ View Service Requests ”. (A link is displayed in blue font and is underlined.)	The e-Gov on-line system displays all the applications/forms that have been submitted (see <i>Figure 7-1</i>).



U.S. Department of State Office of Foreign Missions

[Main Menu](#) | [View Service Requests](#) | [Logoff](#)


Transaction ID	Service	Subject	Status	Status Date	Submitted Date	Submitted By	Remarks
	Courtesy of Port						
	ID Card						
	Vehicle Reg						
	Vehicle Title						
	Vehicle Tag						
	Tax Card						
	Tax Gas						
	Tax Util						
	Appointment						
	Change Appt						
	Terminate Appt						
	Driver's License/Non-Driver ID						
	Chief of Missions' Tour						
	Group Tour						
	Cancel Tour						
	Courtesy of Port						
	Bonded Warehouse Transaction						
6000001329							
6000001315							
6000001312							
6000001307							
6000001306							
6000001292							
6000001291							
6000001289	COURTESIES OF PORT	DJOUGUELA	REJECTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001288	COURTESIES OF PORT	YONKEU	ACCEPTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001239	COURTESIES OF PORT	DJOUGUELA	RETURNED TO MISSION	06/09/2011	06/09/2011	ERVINSL	YES
6000001238	COURTESIES OF PORT	DJOUGUELA	ACCEPTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001237	COURTESIES OF PORT	YONKEU	REJECTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001229	COURTESIES OF PORT	TEST	REJECTED	06/07/2011	06/07/2011	ERVINSL	NO
6000001199	COURTESIES OF PORT	VIERA	REJECTED	06/03/2011	06/03/2011	ERVINSL	NO
6000001175	COURTESIES OF PORT	MUHAMMAD	ACCEPTED	06/01/2011	06/01/2011	ERVINSL	YES

Records 1 - 15 of 15

Figure 7-1 – Select Courtesy of Port

Select the service Courtesy of Port to view Courtesies of Port records. Click on the Search button to display the search results.

The View Service Request window will display all of the Courtesies of Port records by listing the Transaction ID, Service, Subject, Status, Status Date, Submitted Date, Submitted By and Remarks (see *Figure 7-2*).



U.S. Department of State Office of Foreign Missions

[Main Menu](#) | [View Service Requests](#) | [Logoff](#)

Transaction ID	Service	Subject	Status	Status Date	Submitted Date	Submitted By	Remarks
<input type="text"/>	<input type="text" value="Courtesy of Port"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>							

Trans ID	Service	Subject	Status	Status Date	Submitted Date	Submitted By	Remarks
6000001329	COURTESIES OF PORT	KINDRED	SUBMITTED	06/30/2011	06/30/2011	ERVINSL	NO
6000001315	COURTESIES OF PORT	YONKEU DJOUGUELA	SUBMITTED	06/27/2011	06/27/2011	ERVINSL	NO
6000001312	COURTESIES OF PORT	YONKEU DJOUGUELA	SUBMITTED	06/24/2011	06/24/2011	ERVINSL	YES
6000001307	COURTESIES OF PORT	YONKEU	SUBMITTED	06/23/2011	06/23/2011	ERVINSL	NO
6000001306	COURTESIES OF PORT	YONKEU	SUBMITTED	06/23/2011	06/23/2011	ERVINSL	NO
6000001292	COURTESIES OF PORT	DJOUGUELA	SUBMITTED	06/20/2011	06/20/2011	ERVINSL	YES
6000001291	COURTESIES OF PORT	DJOUGUELA	RETURNED TO MISSION	06/20/2011	06/20/2011	ERVINSL	NO
6000001289	COURTESIES OF PORT	DJOUGUELA	REJECTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001288	COURTESIES OF PORT	YONKEU	ACCEPTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001239	COURTESIES OF PORT	DJOUGUELA	RETURNED TO MISSION	06/09/2011	06/09/2011	ERVINSL	YES
6000001238	COURTESIES OF PORT	DJOUGUELA	ACCEPTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001237	COURTESIES OF PORT	YONKEU	REJECTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001229	COURTESIES OF PORT	TEST	REJECTED	06/07/2011	06/07/2011	ERVINSL	NO
6000001199	COURTESIES OF PORT	VIERA	REJECTED	06/03/2011	06/03/2011	ERVINSL	NO
6000001175	COURTESIES OF PORT	MUHAMMAD	ACCEPTED	06/01/2011	06/01/2011	ERVINSL	YES

Records 1 - 15 of 15

Figure 7-2 – View Service Requests

The Transaction ID is the ID number generated when the request was submitted. The Service is the Courtesies of Port. The Subject is the Surname of the Principal Traveler requesting the port courtesies. The Status Date is the date that the record was last given a status. The Submitted Date is the date that the record was Submitted. The Submitted By column is the Username of the person that submitted the request. The Remarks column identifies if there are any remarks with this transaction (see *Figure 7-3*).

U.S. Department of State
Office of Foreign Missions

[Main Menu](#) | [View Service Requests](#) | [Logoff](#)

Transaction ID Service Subject Status Status Date Submitted Date Submitted By Remarks

Select a Status from the drop down list of values.

Trans ID	Service	Subject	Status	Status Date	Submitted Date	Submitted By	Remarks
6000001329	COURTESIES OF PORT	KINDRED	SUBMITTED	06/30/2011	06/30/2011	ERVINSL	NO
6000001315	COURTESIES OF PORT	YONKEU DJOUGUELA	SUBMITTED	06/27/2011	06/27/2011	ERVINSL	NO
6000001312	COURTESIES OF PORT	YONKEU DJOUGUELA	SUBMITTED	06/24/2011	06/24/2011	ERVINSL	YES
6000001307	COURTESIES OF PORT	YONKEU	SUBMITTED	06/23/2011	06/23/2011	ERVINSL	NO
6000001306	COURTESIES OF PORT	YONKEU	SUBMITTED	06/23/2011	06/23/2011	ERVINSL	NO
6000001292	COURTESIES OF PORT	DJOUGUELA	SUBMITTED	06/20/2011	06/20/2011	ERVINSL	YES
6000001291	COURTESIES OF PORT	DJOUGUELA	SUBMITTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001289	COURTESIES OF PORT	DJOUGUELA	SUBMITTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001288	COURTESIES OF PORT	YONKEU	SUBMITTED	06/20/2011	06/20/2011	ERVINSL	NO
6000001239	COURTESIES OF PORT	DJOUGUELA	RETURNED TO MISSION	06/09/2011	06/09/2011	ERVINSL	NO
6000001238	COURTESIES OF PORT	DJOUGUELA	ACCEPTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001237	COURTESIES OF PORT	YONKEU	REJECTED	06/09/2011	06/09/2011	ERVINSL	NO
6000001229	COURTESIES OF PORT	TEST	REJECTED	06/07/2011	06/07/2011	ERVINSL	NO
6000001199	COURTESIES OF PORT	VIERA	REJECTED	06/03/2011	06/03/2011	ERVINSL	NO
6000001175	COURTESIES OF PORT	MUHAMMAD	ACCEPTED	06/01/2011	06/01/2011	ERVINSL	YES

Records 1-15 of 15


Click a Transaction ID to view the form details.

Subject column will display the Surname of the Principal Traveler.

Yes or No denotes whether or not this Transaction has a remark.

Figure 7-3 – Identifying Columns

Selecting a Transaction will display the details of that Transaction (see *Figure 7-4*):



U.S. Department of State

Office of Foreign Missions

[View Form #6000001329](#) | [View All Requested Services](#) | [Main Menu](#) | [Logoff](#)

Transaction ID **6000001329**
 Country **AUSTRALIA**
 Status (Date) **SUBMITTED (06/30/2011 10:29)**
 Created By (Date) **ERVINSL (06/30/2011 10:29)**
 Modified Date **06/30/2011 10:29**

COURTESIES OF PORT (COP)

NEW REQUEST

Date of Request	06/30/2011 10:29	Head of State	
Official Full Name	KINDRED, KATHERINE	Official Title	MEMBER OF LEGISLATURE
Official Date of Birth	02/10/1956	Official Passport Number	1144562233
Official Visa Type	A-2	Visa Foil Number	X78954D123
Request Security for Courtesy of Port only	NO		
Continuing To DC	YES		

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.

Arrival Flight Information

First Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number
MEM - MEMPHIS INTERNATIONAL	2011-07-18T06:40:00	COMMERCIAL	AMERICAN AIRLINES	AA123

DC Flight Information

DC Port of Entry into the U.S.	Arrival Date	Flight Type	Carrier Name	Flight Number
BWI - Baltimore/Washington International	2011-07-23T07:30:00	COMMERCIAL	AMERICAN AIRLINES	AA123

Departure Flight Information

Departure Port from the U.S.	Departure Date	Flight Type

Companions

Full Name	Title/Relationship	Date of Birth	Passport Number	Visa Type	Foil Number
KINDRED, KEITH	SPOUSE	08-20-1960	774411236589	A-2	XS

Armed Security

Full Name	Rank	Service	Passport Number	Visa Type	Foil Number	Weapon Make	Weapon Model	Weapon S/N	Weapon Caliber	Weapon # of Rounds
HENDERSON, HAZEL	CAPTAIN	ARMY	112233445566	A-2	1234TH	AK47	UZZI	10195	38	10

Greeters

Full Name	Title
JACKSON, JENNIFER	MRS.

Point of Contact

Main Contact: YOUNG, YEN			Travel Document Handler: SMITH, SAMMY	
Title	Telephone Number	Cell Phone Number	Telephone Number	Cell Phone Number
MRS.	222-333-5555	111-333-4444	777-555-9999	111-888-5566

No supporting documents are required for this application.

Figure 7-4 – Opened Record from View Service Request

At the bottom of the screen the system displays a message for you to “Check back later with the OFM e-Gov system to view the status of your application”. Also, the system will display a Remarks window where you can enter remarks (see *Figure 7-5*).

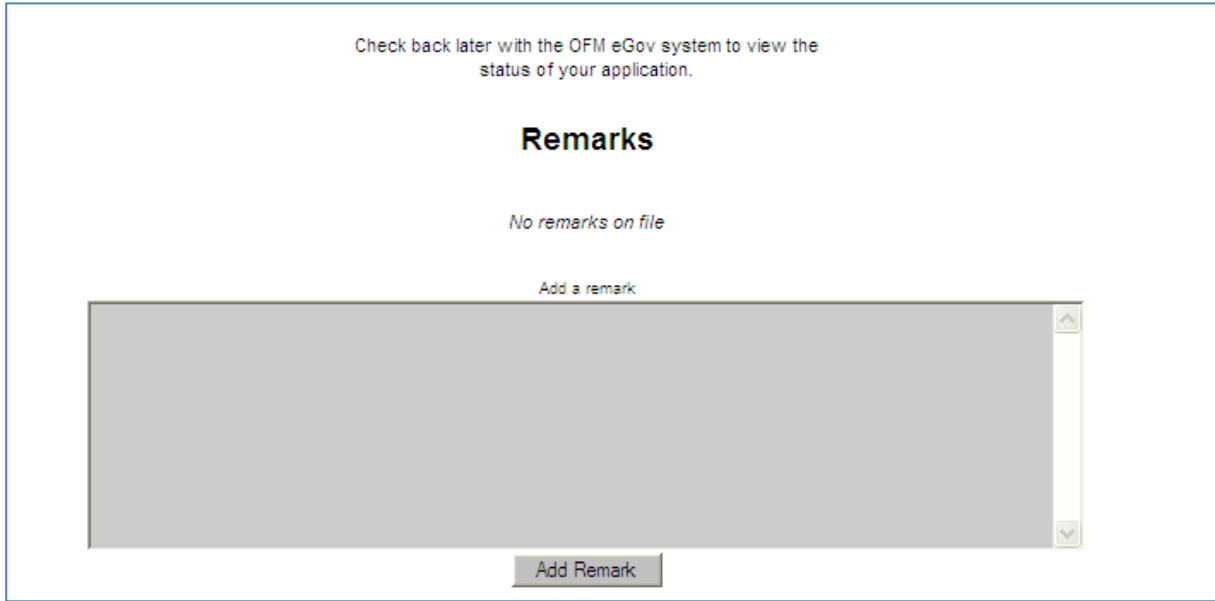


Figure 7-5 – Remarks Window

Enter remarks in the Remarks window and click the Add Remark button to accept the remarks entered (see *Figure 7-6*).

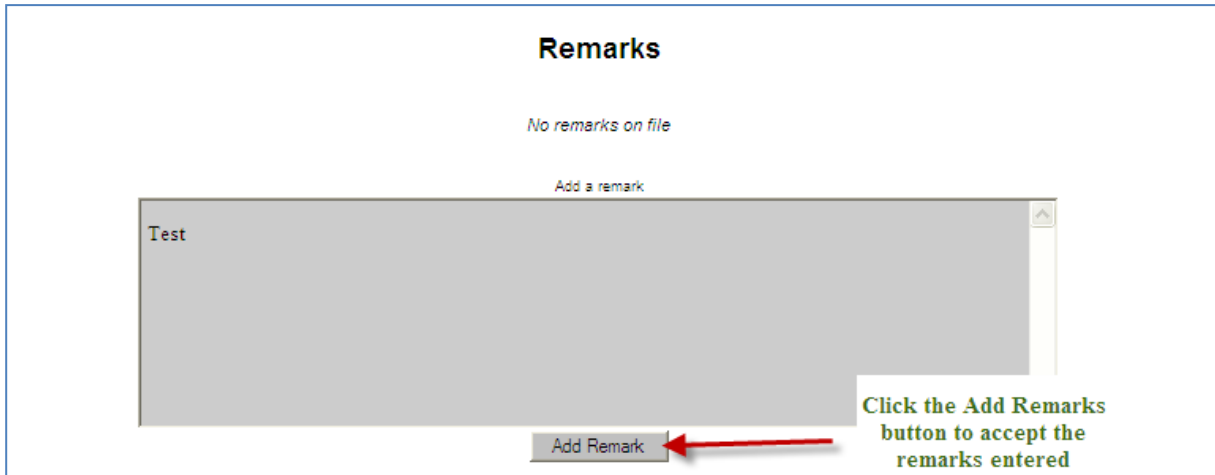


Figure 7-6 – Add Remark

When you access that transaction the remarks that you entered will now display under Remarks (see *Figure 7-7*).

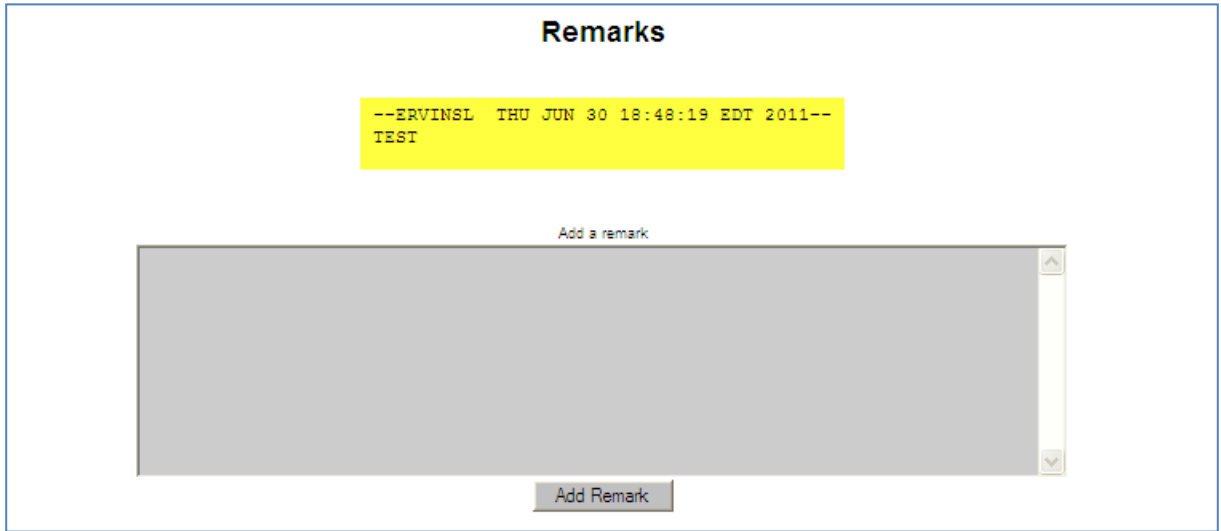


Figure 7-7 – Remarks Displayed

APPENDIX A – REQUEST ACCESS TO SYSTEM

If you need access to the e-Gov Program, but do not have a User Name and Password assigned to you by OFM, then please follow the steps below to gain access to the program.



Figure A-1 – Request Access to System

Step	Action	Result of Action
1.	From the OFM Login Screen click on the link that reads, “ Request access to the system. ”	The system will display the screen to Access Request for OFM e-Gov Application (see Figure A-2).
2.	Click on the Photograph and Signature Card link.	The system will prompt you to open or save the Photograph and Signature Card (see Figure A-3).
3.	Click on the Privacy Act Statement link.	The system will open a window to display the Privacy Act Statement (see Figure A-5).



U.S. Department of State Office of Foreign Missions

Access Request for OFM e-Gov Application

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

Eligibility

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

Instructions

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#)

[Return to Login Page](#)

Figure A-2 – Access Request for OFM e-Gov Application

Step	Action	Result of Action
1a.	Review the directions carefully before you continue. Click on the link that reads, “ Link to Account Request Form. ”	The system will prompt to ask you, “Do you want to open or save this file (see Figure A-6).
1b.	Click on the Return to Login Page .	The system will return you to the initial login page to enter your username and password (see Figure A-1).

Photography Signature Card

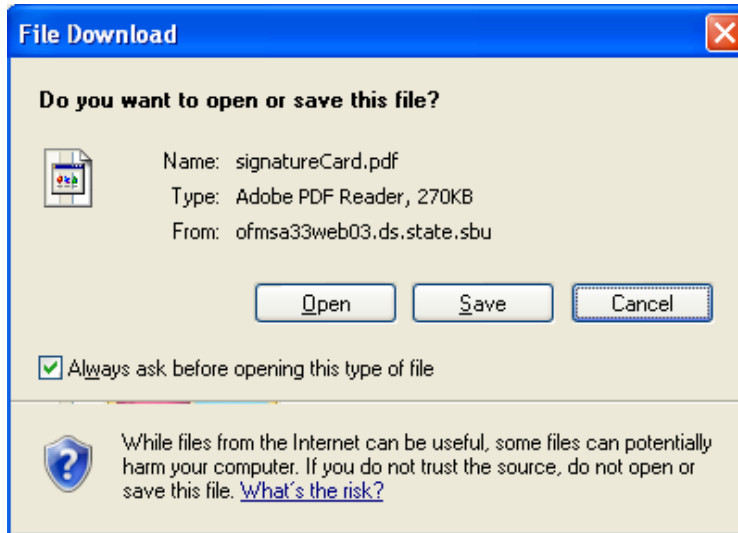


Figure A-3 – File Download: Photo Signature Card

Step	Action	Result of Action
2a.	Click on the Open button to access the card.	The system will open the file for you to fill out the application (see Figure A-4).
2b.	Click the Cancel button.	The system will return you to the screen to Access Request for OFM e-Gov Application (see Figure A-2).

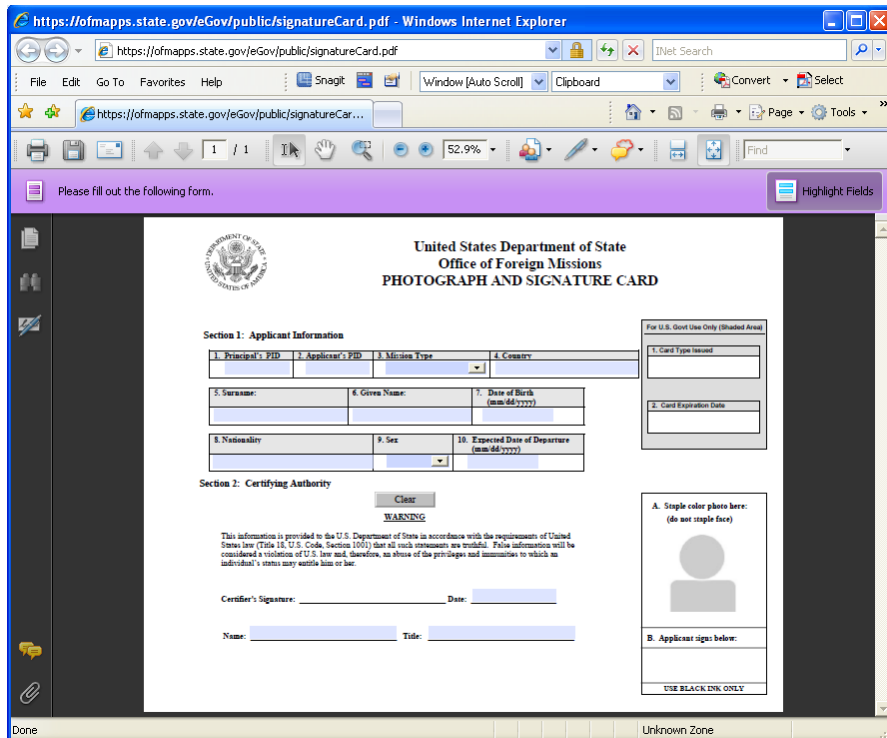


Figure A-4 – Photo Signature Card

Privacy Act Statement

Privacy Act Statement for Notification of Appointment of Foreign Diplomatic or Consular Officer (DS-2003); Notification of Appointment of Foreign Government Employee (DS-2004); Notification of Appointment of Honorary Consular Officer (DS-2005); Driver License & Tax Exemption Card Application (DS-1972) and Application for Title (DS-102)

Privacy Act Statement
 The Privacy Act of 1974, as amended, 5 U.S.C. 552a, contains provisions regarding the maintenance, collection, use, and Dissemination of information about United States citizens and aliens lawfully admitted for permanent residence in the United States. The following information is provided in accordance with subsection (e) (3) of the Privacy Act.
AUTHORITIES: 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 (22 U.S.C. 4301-4316) as amended.
PURPOSE: The principal users of this information are offices within the U.S. Department of State, including but not limited to, the Office of Protocol, the Office of Foreign Missions, the Bureau of Diplomatic Security and the Bureau of Consular Affairs, to maintain A record of all individuals actively working at foreign missions or international organizations in the United States or its territories.
ROUTINE USES: The information provided on this form may be provided to other federal, state, and local government agencies for Law enforcement, administrative or other statutorily authorized purposes. This information also may be provided to the employing Foreign government or international organization. Names of the members of the diplomatic staff, office addresses, titles, and names Of spouses are published three times a year in The Diplomatic List, U.S. Department of State publication 10424. Names of Consular Offices in the United States, U.S. Department of State Publications 10277.
 Submission of these forms is mandatory. Failure to provide any of the requested information may prevent acceptance and the Extension of benefits to principals or family members as provided in the above-cited authorities.

Figure A-5 – Privacy Act Statement

Access Request Form

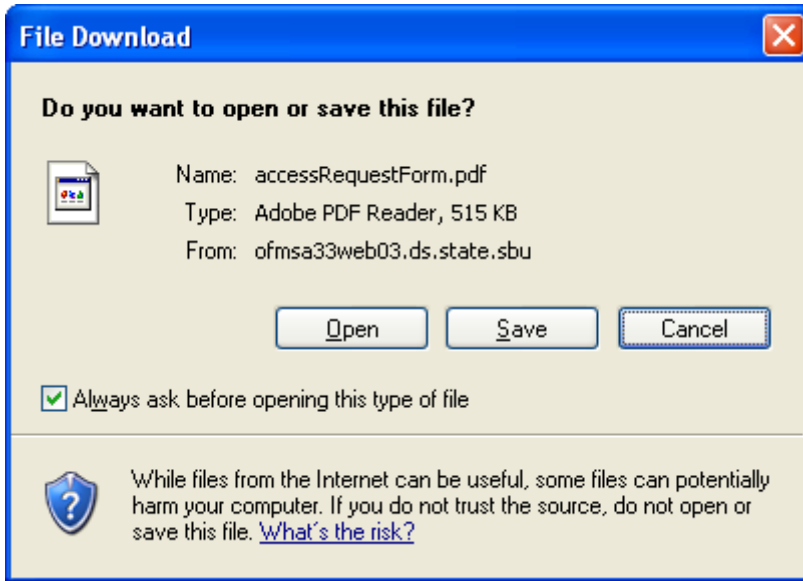


Figure A-6 – File Download: Access Request Form

Step	Action	Result of Action
1.	Click on the Open button to access the Application.	The system will open the file for you to fill out the application (see <i>Figure A-8</i>).
2.	Click the Cancel button.	The system will return you to the screen to Access Request for OFM e-Gov Application (see <i>Figure A-2</i>).

Step	Action	Result of Action
3.	Click on the Save button	The system will open a window and prompt you to save the accessRequestForm.pdf (see <i>Figure A-7</i>).

If you click the Save button, the system will prompt you to save the e-Gov application to your hard drive. It may default you to your My Pictures folder with a file name of accessRequestForm.pdf (see *Figure A-7*). You can save the file to your hard drive, and open at a later time to fill out for your current request or for future requests to e-Gov.

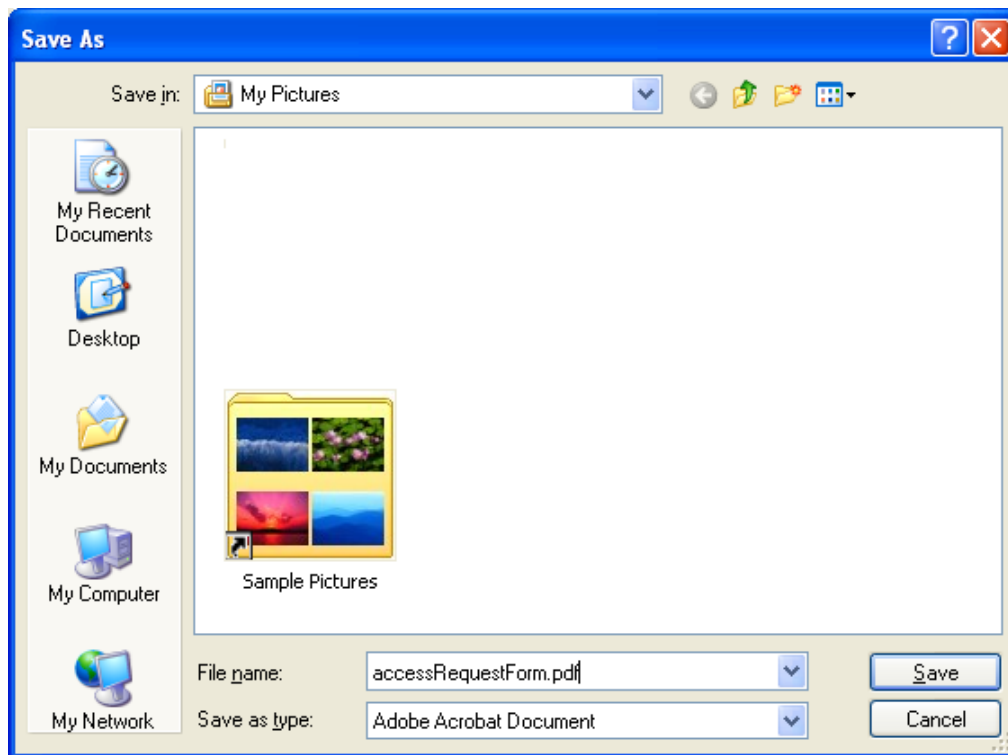


Figure A-7 – Save the e-Gov Application

Step	Action	Result of Action
4.	Click on the Save button	The system will save the file with the filename in the directory that you specify.

Complete the application in full, print and fax it to the fax number provided on the form. OFM will establish your login account including user name and password. You will receive an email with your login credentials to access the online e-Gov application.

U.S. Department of State
Office of Foreign Missions
Application for OFM Web Site Account
Fax completed application to OFM Systems Director fax: (202) 895-3669

Type of Request
 - New Account - Change to Existing Account - Delete Account

Section 1: Applicant Information Country: _____

1. Surname	2. Given Name	3. MI	4. PID
5. Date of Birth (mm-dd-yyyy)	6. Telephone Number	7. E-mail Address	
8. Mission of Assignment	9. City	10. State	11. Zip Code

Section 2: User Acknowledgement Clear

I understand that I am authorized to use this account only for the submission of applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the missions listed in Section 3 of this application. Any other use of this account use strictly prohibited. I will not divulge my login or password to any other entity. I will notify OFM Systems if I have any reason to believe my password has been compromised. I further acknowledge that improper use of this account could result in adverse administrative action against me.

Name: _____ Signature: _____
 Telephone: _____ Date: _____

Section 3: Authorized Missions

Mission	City	State	Zip Code

Section 4: Mission Administrative Officer Acknowledgment

The applicant listed on this form is an accredited member of the Mission of Assignment referenced in Block 8 of Section 1 above. I certify that applicant should have the rights to submit applications for U.S. Department of State Office of Foreign Mission and Office of Protocol services for the Missions listed in Section 3 of this application. I acknowledge if I am made aware of any improper use of this account I will provide all assistance necessary to address the situation through OFM Systems.

Name: _____ Signature: _____
 Telephone: _____ Date: _____

*** Embassy Seal Required ***

Section 5: Office Of Foreign Missions Approval

Name: _____ Signature: _____ Date: _____

Figure A-8 – Application for OFM e-Gov Account

APPENDIX B – USER PROFILE

To view your user profile, click the last hyperlink option on the main menu, “**View Your User Profile**”. Or click on the [View Profile](#) hyperlink located on the Main Menu bar under the “U.S. Department of State Office of Foreign Missions” header.



Figure B-1 – View Your User Profile

Personal Information

After clicking on the View Your User Profile hyperlink, the system will advance to the **Personal Information Screen** (see *Figure B-2*).



Figure B-2 – Personal Information Screen

Change Password

Users can change their password at anytime. However, it is recommended that users change their password upon initial login.



1. Using the mouse, left click the **Change Password** button, at the bottom of the *Personal Information Screen*.
2. The system will advance to the Change Password screen (see *Figure B-3*).
3. Enter the assigned password in the Old Password text box.
4. Hit the tab key or position the cursor in the New Password text box and enter a new password.
5. Hit the tab key again or position the cursor in the Re-enter New Password text field and enter your new password again.
6.  [CLICK] the **Submit** button, or  press [ENTER] for the system to accept the new password.



Figure B-3 – Change Password Screen

Authorized Missions

You can view the missions that you are authorized to file for. The Authorized Missions lists contain locations for which you have rights to submit e-Gov requests (see *Figure B-4*). If you would like to remove from or add to this list, please contact the OFM Help Desk.



Mission Name	
CONSULATE OF	ANNEX 0 CHICAGO, IL 60606
CONSULATE OF	ANNEX 0 LOS ANGELES, CA 90067
CONSULATE OF	ANNEX 0 NEW YORK, NY 10017
EMBASSY OF	ANNEX 0 WASHINGTON, DC 20036

Figure B-4 – Authorized Missions

APPENDIX C – ACRONYMS

COP	Courtesies of Port
DS	Department of State
LOV	List of Values
OFM	Office of Foreign Missions

APPENDIX D – WHO TO CALL

This user friendly Courtesies of Port e-Gov User Guide has demonstrated how to access e-Gov, submit a request for port courtesies, and display records that have been submitted. Please follow the clearly written instructions to submit your request for port courtesies. Should you have any questions, please use the following emails and phone numbers accordingly:

Mission/Embassy WHO TO CALL for Assistance with Courtesies of Port

Non-Technical Questions

For non-technical questions about Courtesies of Port, please contact **Department of State Office of Protocol** Jesse Johnson, Protocol Officer, Customs, JohnsonJL@state.gov 202-647-4074.

For Technical Questions

For technical questions about e-Gov and the Courtesies of Port e-Gov application, please contact the **e-Gov HelpDesk** by electronic mail at ofmegovhelpdesk@state.gov or by telephone at 202-895-3564.