

7 FAM 1300 APPENDIX V SUPPLEMENTAL VISA PAGE INSERTS

(CT:CON-271; 11-20-2008)
(Office of Origin: CA/OCS/PRI)

7 FAM 1310 APPENDIX V SUMMARY

(CT:CON-271; 11-20-2008)

- a. Each set of supplemental visa page inserts (also known as "visa page inserts") adds an additional 24 pages to a passport. They extend the useful life of a passport as an accommodation to individuals who travel frequently to countries requiring visas.
- b. There is no cost to the applicant to place visa page inserts in a passport.
- c. The Bureau of Consular Affairs (CA) generally recommends adding no more than two sets of visa page inserts to a passport for the reason that the added thickness may result in damage to the binding of the book during its validity. (This two set rule applies to *both* legacy passports and e-passports.) Passports that are well cared for, with very little wear and tear, may have a third visa page insert added without affecting the integrity of the book. A fourth visa page insert is not recommended.
- d. Ideally visa page inserts should be placed between unused visa pages or ones containing entry/exit stamps only. Unless it is unavoidable, do not place inserts between pages with valid visas on them or at the endorsement page at the back of the book.
- e. Legacy (non e-*passport*) visa page inserts are no longer being produced by the Government Printing Office (GPO). However, some passport agencies/center and posts abroad may still have some in their inventory. Until you exhaust your supply, you should continue to use the legacy visa page inserts in your inventory for applicants who request additional visa pages in their legacy passports. *For those passport agencies/centers and posts abroad that do not have any legacy visa pages, e-passport visa pages can be added to eligible legacy books.*
- f. Use the e-Passport visa page inserts for applicants who request additional visa pages in their e-Passports.

NOTE: If you inadvertently run out of the *e-passport* style visa page inserts, but still have on hand a supply of the legacy visa page insert pages, you may use the legacy visa page insert so as not to inconvenience the applicant. This should be a very rare occurrence.

Agency/center management and post consular management should ensure that they have a sufficient supply of e-Passport visa page inserts and corresponding supplemental foils (posts only) in stock at all times.

- g. Supplemental visa page inserts *cannot* be added to any Emergency Photodigitized Passports (EPDPs) issued by posts. Bearers of EPDP passports must instead apply for a new passport.
- h. Consular agents can no longer add visa page inserts to passports because they do not have access to the controlled supplemental endorsement foils or the American Citizen Services (ACS) system required to process the foils.
- i. *Applicants' names must* be cleared in the Consular Lookout and Support System (CLASS) before a visa page insert may be added to a passport.

7 FAM 1320 APPENDIX V PROCEDURES FOR PASSPORT AGENCIES AND CENTERS

(CT:CON-271; 11-20-2008)

- a. When a Form DS-4085, Application for Additional Visa Pages *and Other Passport Services* is submitted requesting additional visa pages for an existing passport, you must take the following actions:
 - (1) Clear the name in the Consular Lookout Support System (CLASS).
 - (2) The fee type used for visa pages should automatically add the VP1 endorsement code.

Note: Use endorsement code VP2 when adding the second or any subsequent visa page inserts. If a VP2 is added, then the book endorsement page field on the endorsement screen should be changed to "2".

- (3) The date of expiration on the *Travel Document Issuance System (TDIS) or ACS's adjudication* screen should be changed to reflect the expiration date printed in the passport.

Endorsement Code VP 1

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

Endorsement Code VP 2

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

- (4) *At Quality Control:*
- (a) Place the *first few pages of the* visa page insert in the printer (without peeling off the protective film strip) *so that the endorsement prints on page A*, and print the appropriate endorsement.
 - (b) *Add the embossed seal on page A so that it overlaps the endorsement.*
 - (c) Affix the visa page insert to the book.
- b. *Passport agencies/centers must* not add supplemental visa page inserts to any EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program provides *specific* guidance.
- c. Visa page inserts should not be added to passports that contain physical damage (see 7 FAM 1373).
- d. *Requests for larger books or additional visa pages with new applications (Form DS-11 Application for U.S. Passport and Form DS-82 Application for a U.S. Passport by Mail) may be accommodated by issuing 52 page e-passport books.*

7 FAM 1330 APPENDIX V PROCEDURES FOR U.S. EMBASSIES, CONSULATES

(CT:CON-271; 11-20-2008)

- a. Adding *visa pages* to an *existing passport*: When an individual submits a Form DS-4085 requesting additional visa pages for an existing passport, you must take the following actions:
- (1) Clear the name in CLASS;
 - (2) Record this passport service in *the American Citizen Services (ACS) management system*. By doing so, the information will be transmitted automatically to the Passport Issuance Electronic Record System (PIERS) database;
 - (3) Use Endorsement Code VP1 when adding one set of pages and VP2 when adding the second and any subsequent visa page inserts;
 - (4) Print the endorsement on the supplemental foil;
 - (5) Do not use any seal or stamp on the foil, visa page insert or existing pages of the passport;
 - (6) Affix the foil to page B of the visa page insert, taking care to line up the top edge of the foil with the top edge of the page. The bottom edge of the foil will cover the crease between page B and page C

and overlap onto page C by a small amount;

- (7) Before attaching the insert to the passport, cross out the phrase "under seal" printed on page A. Also, cross out "sous sceau" in the French translation and "bajo sello" in the Spanish translation; and
- (8) Attach the visa page insert (containing the endorsed foil) to the passport.

b. Requests for larger books or additional visa pages with new applications (Form DS-11 Application for a U.S. Passport and Form DS-82 Application for a U.S. Passport by Mail) may be accommodated by requesting 52 page e-passport books in the Passport Service of ACS via the Overseas Photodigitized Passport (OPDP) program.

c. **Do not add** supplemental visa page inserts to any limited validity EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program *provides specific* guidance.

7 FAM 1340 APPENDIX V REQUISITIONING SUPPLEMENTAL VISA PAGE INSERTS AND FOILS

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a. Passport Agencies and Centers:

- (1) Passport agencies/centers are responsible for monitoring their supply of visa page inserts.
- (2) Passport agencies/centers order visa page inserts from the Office of Planning and Program Support (CA/PPT/PPS) as required. Order them well in advance (3 weeks at least) via email to CA-PPT-PPS@state.gov. Questions about ordering supplemental visa page inserts should be sent to CA-PPT-PPS@state.gov. Use this e-mail address to follow up on or inquire about the status of your orders before your supplies run critically low.
- (3) Safeguard the visa page inserts in the same manner as blank passport books. Review the interim Internal Controls Guidance prepared by the Office of Passport Integrity and Internal Controls Programs (CA/PPT/IIC). This interim guidance will be incorporated in 7 FAH-2, which is under development.

b. U.S. Embassies and Consulates:

- (1) Posts are responsible for monitoring their supply of supplemental foils and visa page inserts.

- (2) Posts order supplemental foil sheets and visa page inserts from the Department (CA/EX/GSD) as required. Order them well in advance via email to "*CA Consular Supplies*" in the *Global Address List* (CASUPPLIES@STATE.GOV). Questions about ordering supplemental foils and visa page inserts should be sent to "*CA Consular Supplies*" in the *Global Address List* (CASUPPLIES@STATE.GOV). Use this e-mail address to follow up on or inquire about the status of pending orders before your supplies run critically low. Use it also to report transfer or return of Consular Supplies.
- (3) Safeguard the supplemental foil sheets and visa page inserts in the same manner as blank passport books. (See 7 FAM 1366 and 7 FAH-1, Chapter 600.)