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**U.S. MISSION TO THE UNITED NATIONS
U.S. Offices of Protocol and Foreign Missions
ARRIVAL / DEPARTURE BRIEFING FOR THE 61st UNGA
August 30th, 2006**

**REQUEST FOR DIPLOMATIC CLEARANCE
SUBMISSION INSTRUCTIONS**

NOTE: These instructions are designed to help clarify the procedure for submitting diplomatic clearance requests. Please follow these instructions closely and submit the "Request for Diplomatic Clearance" form provided herewith. Please make several copies of this form for your use. You may scan this form into your computer, or recreate it if you would like, but please do not change its format in any way.

- 1. COUNTRY:** Please enter the name of the country requesting diplomatic clearance.
- 2. ACFT (MAKE/MODEL):** Please enter the type of aircraft. If the aircraft is a B-707, please state if it is retro-fitted or a Stage 1.
- 3. CALL SIGN:** Please enter the aircraft's call sign.
- 4. ACFT TAIL #:** Please enter the aircraft's registration number, if different from the call sign.
- 5. 1st PARKING AIRPORT:** Please enter the name of the first US airport at which the plane will be parked overnight.
- 6. DATE/TIME OF ARRIVAL IN US:** Please enter the date and time at which the plane will be arriving at its first destination in the US or at a US airfield. Please put all times in **ZULU**.
- 7. DATE/TIME OF DEPARTURE FROM US:** Please enter the date and time at which the plane will be departing from its last US Port. Please put all times in **ZULU**.
- 8. PILOT'S NAME, CREW, WEAPONS, PASSENGERS:** Please enter the name of the pilot, the number of crew on board and the number of passengers. Regarding armed crew or VIP protection, what type, amount and serial numbers of any weapons they may be carrying. It is very important to have this information so Customs can prepare for the flight's arrival accordingly.
- 9. TYPE OF CARGO:** Please describe the type of cargo the aircraft is carrying. If the cargo is hazardous, please attach a *HAZMAT* cargo list by classification.
- 10. PURPOSE OF FLIGHT:** Please state the purpose of the flight, i.e., training, testing, transporting passengers, transporting Hazardous cargo etc.
- 11. VIP:** Please state the name and title/position of any VIP's on board the aircraft. This information allows us to coordinate with US Secret Service, Diplomatic Security and Protocol as appropriate.



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INSTRUCTIONS

(continued)

12. EN ROUTE DTA: In the first row, please enter the name of the airport from which the plane is departing, the country that operates that airport, and the date and the time that the plane is departing. In the following rows, please list all US Ports to which the plane will be flying, and the dates and times of arrival and departure for each one.

NOTE: Please put all times in **ZULU**.

13. UN MISSION CONTACT, TELEPHONE and FAX: Please enter your name and telephone number so that we may call you directly if we have any questions, and the fax number to which you would like us to fax you the clearance authorization.

14. BLANKET ALAN, NALAN, AAF, CIVILIAN AP: If you have been issued a blanket Alan, Nalan, AAF, or Civilian AP number by the military or a commercial airport for a particular port for which this flight will be arriving, please enter it here.

****NOTE:** This and more detailed information with instructions and forms can be found on the Foreign Clearance Guide web page at: WWW.USEG.ORG

REQUEST FOR DIPLOMATIC CLEARANCE

THE FOLLOWING ITINERARY IS SUBMITTED TO PM/ISO, ATTN.: STEVE STEVENS,
PHONE (202) 736-7158, FAX # (202) 647-4117 OR (202) 647-4055

1. COUNTRY _____
2. ACFT*(MAKE/MODEL) _____
3. CALL SIGN _____
4. ACFT TAIL# _____
5. 1ST PARKING AIRPORT _____
6. DATE OF ARRIVAL IN US _____ TIME _____
7. DATE OF DEPARTURE FROM US _____ TIME _____
8. PILOT'S NAME _____ NUMBER OF CREW _____
- WEAPONS (TYPE, SERIAL #'S) _____ NUMBER OF PASSENGERS _____
- WEAPONS (TYPE, SERIAL #'S) _____
9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) _____
10. PURPOSE OF FLIGHT: _____
11. FOR VIP, NAME OF PERSON/POSITION: _____
12. EN ROUTE DATA: _____

<u>PLACE/AIRPORT</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

13. EMBASSY CONTACT: _____
- 13A. TELEPHONE: _____
- 13B. FAX: _____
14. BLANKET ALAN _____
- 14A. BLANKET NALAN _____
- 14B. BLANKET AAF _____
- 14C. CIVILIAN AP _____

Department of State USE ONLY

ENTRY # _____ DCN# _____ APPROVED: YES/NO

DATE REQUEST RECEIVED _____ VIOLATION: YES/NO