



# Carrier Information Guide

United States

Documentary Requirements for Travel

*Revised May 2011*



U.S. Customs and  
Border Protection



# TABLE OF CONTENTS

## INTRODUCTION

### Part I:

#### Documentary Requirements For Entry To The United States

##### I. Arrival by Air

- A. U.S. Citizens
- B. U.S. Residents
- C. Visitors

##### II. Arrival by Land & Sea

- A. U.S. Citizens
- B. U.S. Residents
- C. Visitors

##### III. Special Classes

- A. Visa Waiver Program
- B. Guam-Commonwealth of the Northern Mariana Islands Visa Waiver Program
- C. Automatic Revalidation
- D. Validity of Certain Foreign Passports
- E. Listing of Adjacent Islands

### Part II:

#### Documentary Requirements for Departure by Air

- A. U.S. Citizens
- B. U.S. Residents
- C. Visitors

### Part III:

#### U.S. Travel Document Exemplars

### Part IV:

#### Visa Classifications

### Part V:

#### Fineable Offenses Table

### Part VI:

#### Quick Reference Charts

### Part VII:

#### The Advance Passenger Information System

### Part VIII:

#### Potential Victims of Human Trafficking



## Introduction

Anyone seeking entry into the United States of America, whether a United States (“U.S.”) citizen, a U.S. resident or a visitor to the U.S., must have in his/her possession documentation of identity and nationality. In addition, each traveler must be in possession of proper documentation for the purpose of his/her travel. U.S. law provides that transportation carriers may be liable for improperly documented passengers brought to the United States.

The U.S. Customs and Border Protection (CBP) Carrier Information Guide is designed to serve as a reference aid for travel industry personnel. It outlines the various documentary requirements that apply to persons entering or departing the United States. Carrier personnel are urged to familiarize themselves with all sections of the publication and reference it in their examination of travel documents. To request training of carrier staff on topics discussed in this publication, please forward your request via the Carrier Liaison Program email address, [CLP@dhs.gov](mailto:CLP@dhs.gov) or the Carrier Liaison number at (703) 621-7817.

Regional Carrier Liaison Groups (RCLG) have been created by CBP to assist carriers with questions regarding U.S. entry related matters, with a primary focus on assisting overseas carriers to determine the authenticity of travel documents. The RCLG will respond to carrier inquiries concerning the validity of travel documents presented or admissibility of travelers. Once a determination is made on validity of documents or admissibility, the RCLG will make a RECOMMENDATION whether to board the passenger or to deny boarding. The final decision to board or not board lies with the carrier. Regional Carrier Liaison Groups have been established in Miami, New York and Honolulu.

If you are unable to contact a nearby U.S. Embassy or Consulate representative, contact the RCLG servicing the embarkation point at the numbers listed below. If you are located at an airport serviced by the Immigration Advisory Program (IAP), contact should be made with an IAP Officer.

The RCLGs are available 24 hours a day, seven days a week. This service is available to all carriers worldwide for any flight destined to the United States.

RCLG	SERVICE AREA	PHONE NUMBER
Honolulu	Asia, Pacific Rim	808-237-4632
Miami	Latin America, Caribbean	305-874-5444
New York	Europe, Africa, Mid-East	718-553-1783

Additionally, carrier personnel are encouraged to reference two U.S. government internet sites for updates and general information, U.S. Customs & Border Protection [www.cbp.gov](http://www.cbp.gov) and the U.S. Department of State, Consular Affairs [www.travel.state.gov](http://www.travel.state.gov).

The Carrier Information Guide is a publication of the U.S. Department of Homeland Security, U.S. Customs and Border Protection, Office of Field Operations, Carrier Liaison Program. Please submit comments or questions to:

U.S. Customs and Border Protection  
Office of Field Operations  
Carrier Liaison Program, Carrier Information Guide  
12825 Worldgate Drive 7th Floor  
Mailstop 1340  
Herndon, VA 20598-1340  
Phone: (703) 621-7817  
Fax: (703) 621-7633  
Email: [CLP@dhs.gov](mailto:CLP@dhs.gov)



# Part I:

## Documentary Requirements For Entry To The United States





## I. Arrival By Air

The Western Hemisphere Travel Initiative (WHTI) requires all air travelers (including U.S. Citizens) to and from North and South America, the Caribbean, Bermuda, and the adjacent islands to have a passport or other accepted document that establishes the bearer's identity and nationality to enter or depart the United States.

**UNLESS OTHERWISE INDICATED, ALL TRAVEL DOCUMENTS MUST BE VALID AND UNEXPIRED.**

### A. U.S. CITIZENS – must provide one of the following:

- U.S. Passport
- NEXUS Card (To be used only at designated NEXUS locations)
- U.S. Government issued Transportation Letter

#### Special Classes of U.S. Citizens:

1. U.S. Citizen **military personnel on active duty** may be boarded without a U.S. passport if in possession of official travel orders and military ID.
2. U.S. Citizen **merchant mariners** may be boarded without a U.S. passport if in possession of U.S. Merchant Mariner Card indicating U.S. citizenship.
3. U.S. Citizens and Nationals who travel **directly between parts of the United States** and its possession and territories, without touching at a foreign port or place, are not required to present a valid passport. The United States possessions and territories include Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands.

**B. U.S. RESIDENTS - must provide one of the following:**

- Permanent Resident Card, Form I-551
- Expired Conditional Resident Card Form I-551 accompanied by Form I-797 Notice of Action indicating the card is extended
- Immigrant Visa and passport
- Temporary Residence Stamp (“ADIT”) contained in a passport or on a Form I-94
- Reentry Permit, Form I-327
- Refugee Travel Document, Form I-571
- Parole Authorization, Form I-512
- U.S. Government issued Transportation Letter

**Exceptions****Child born abroad to Lawful Permanent Resident (LPR)**

may be boarded if the child was born during the temporary visit abroad of a mother who is a lawful permanent resident alien, or a national, of the United States, provided that the child’s application for admission to the United States is made within two years of birth and the child is accompanied by the parent who is applying for readmission as a permanent resident upon the first return of the parent.

**Child born abroad to an accompanying parent** after issuance of an immigrant visa to the parent but prior to the parent’s initial admission as an immigrant may be boarded as long as the child has a passport or is listed in a parent’s passport and is in possession of the birth certificate.

**Alien member of the U.S. Armed Forces** in possession of official orders and Military Identification Card.

**C. VISITORS/ TRANSIT PASSENGERS – must provide the following:**

- Passport and visa (unless visa exempt)

**Visa Exempt Visitors:****Canadian Nationals**

- Passport required. Exempt visa requirements with the exception of E, K and V nonimmigrant visa classifications (see Part IV).

**Bermudans**

- Passport required. Exempt visa requirements with the exception of E, K and V nonimmigrant visa classifications (see part IV).

**Mexican Nationals**

- Passport and visa or
- Passport and Border Crossing Card (BCC)

**Mexican Diplomats (and accompanying family members) holding diplomatic or official passports**, not permanently assigned to the United States, may enter without a visa or Border Crossing Card for a stay not to exceed six months. Family members not traveling with the principal diplomat require a visa to enter the United States.

**NATO personnel** attached to NATO Allied Headquarters in the United States traveling with official orders and a NATO identity card are exempt passport and visa requirements.

**Bahamian Nationals or British Subject Residents of the Bahamas:** A visa is not required if, prior to boarding, the passenger is pre-inspected by CBP in the Bahamas to determine admissibility.

**British Subject Residents of the Cayman Islands or of the Turks and Caicos Islands:** A visa is not required if the passenger arrives directly from the Cayman Islands or the Turks and Caicos Islands and presents a current certificate from the Clerk of the Court indicating the individual does not have a criminal record.

**British Nationals of the British Virgin Islands traveling directly and only to the U.S. Virgin Islands:** A visa is not required of a British National of the British Virgin Islands (BVI) who is proceeding directly to the U.S. Virgin Islands from BVI. British Citizens residing in the BVI may use the Visa Waiver Program (VWP).

**Visa Waiver Program Traveler:** Citizens of specified countries are eligible to travel to the United States without a visa on short visits for business or pleasure. Refer to pages 15-17 for the VWP and the Guam-Commonwealth of the Northern Mariana Islands Visa Waiver Program (G-CNMI) on eligibility requirements.

## II. Arrival by Land & Sea \*

\* Arrival by sea from the Western Hemisphere. If arriving by sea from the Eastern Hemisphere, please refer to Section I “Arrival by Air” for document requirements

Refer to page 9, Western Hemisphere Travel Initiative

### A. U.S. CITIZENS must provide one of the following:

- U.S. Passport
- U.S. Passport Card
- Trusted Traveler Cards (NEXUS, SENTRI, or FAST)
- State or Provincial Issued Enhanced Drivers License

### Special Classes of U.S. Citizens:

- U.S. Citizen **military personnel on active duty** may be boarded without a U.S. Passport if in possession of official travel orders and military ID.
- U.S. Citizen **merchant mariners** may be boarded without a U.S. Passport if in possession of U.S. Merchant Mariner Card indicating U.S. citizenship.
- U.S. Citizens and Nationals who **travel directly between parts of the United States** and its possessions and territories, without touching at a foreign port or place, are not required to present a valid passport. The United States possessions and territories include Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands.
- Enhanced Tribal Card (see page 35)
- Native American Tribal Photo Identification Card

**B. U.S. RESIDENTS - must provide one of the following:**

- Permanent Resident Card, Form I-551
- Expired Conditional Resident Card, Form I-551, accompanied by Notice of Action, Form I-797 indicating the card is extended
- Immigrant Visa and passport
- Temporary Residence Stamp (“ADIT”) contained in a passport or on a Form I-94
- Reentry Permit, Form I-327
- Refugee Travel Document, Form I-571
- Parole Authorization, Form I-512
- U.S. Government issued Transportation Letter

**Exceptions****Child born abroad to Lawful Permanent Resident (LPR)**

may be boarded if the child was born during the temporary visit abroad of a mother who is a lawful permanent resident alien of the United States, provided that the child’s application for admission to the United States is made within two years of birth and the child is accompanied by the parent who is applying for readmission as a permanent resident upon the first return of the parent.

**Child born abroad to an accompanying parent** after

issuance of an immigrant visa to the parent but prior to the parent’s initial admission as an immigrant may be boarded as long as the child has a passport or is listed in a parent’s passport and is in possession of the birth certificate.

**Alien member of the U.S. Armed Forces** in possession of official orders and Military Identification Card.

**C. VISITORS/ TRANSIT PASSENGERS – must provide the following:**

- Passport and visa (unless visa exempt)

**Visa Exempt Visitors****Canadian Nationals – Must provide one of the following:**

- Passport
- Exempt visa requirements with the exception of E, K and V nonimmigrant classifications (see Part IV)
- Canadian Citizenship Certificate
- NEXUS, FAST, SENTRI
- Indian and Northern Affairs Card
- State or Provincial Issued Enhanced Drivers License

**Bermudans**

- Passport required. Exempt visa requirements with the exception of E, K and V nonimmigrant visa classifications (see part IV).

**Mexican Nationals**

- Passport and visa or
- Border Crossing Card

**Mexican Diplomats (and accompanying family members) holding diplomatic or official passports**, not permanently assigned to the United States, may enter without a visa or Border Crossing Card for a stay not to exceed six months. Family members NOT traveling with the principal diplomat require a visa to enter the United States.

**NATO personnel** attached to NATO Allied Headquarters in the United States traveling with official orders and NATO identity card are exempt passport and visa requirements.

**Bahamian Nationals or British Subject Residents of the Bahamas:** A visa is not required if, prior to boarding, the passenger is pre-inspected by CBP in the Bahamas to determine admissibility.

**British Subject Residents of the Cayman Islands or of the Turks and Caicos Islands:** A visa is not required if the passenger arrives directly from the Cayman Islands or the Turks and Caicos Islands and presents a current certificate from the Clerk of the Court indicating the individual does not have a criminal record.

**British Nationals of the British Virgin Islands traveling directly and only to the U.S. Virgin Islands:** A visa is not required of a British National of the British Virgin Islands (BVI) who is proceeding directly to the U.S. Virgin Islands from BVI. British Citizens residing in the BVI may use the VWP.

**Visa Waiver Program Traveler:** Citizens of designated countries are eligible to travel to the U.S. without a visa on short visits for business or pleasure. Refer to pages 15-17 for the (VWP) and the (G-CNMI) for eligibility requirements.

### III. Special Classes

#### A. VISA WAIVER PROGRAM

The VWP enables citizens of specific countries to travel to the United States for tourism or business for 90 days or fewer without obtaining a visa.

Citizens of the countries listed on page 16 are eligible to travel without a visa, provided the following criteria are met:

- Traveler has a machine readable passport (MRP) issued by a VWP eligible country
- Passport has a digital photo if issued after October 25, 2005
- Passport must be an e-passport if issued after October 25, 2006
- Traveler is not a permanent resident of the United States
- Traveler is seeking entry for 90 days or fewer as a temporary visitor for business, pleasure or transit
- Arrives via air or sea on a signatory carrier
- Has an approved ESTA travel authorization\*
- Has return/onward tickets
- Travel may not terminate in contiguous territory or adjacent islands unless the traveler is a resident of those areas
- Traveler has a completed and signed CBP Form I-94W at land borders and in the case of system outages, and at the ports of entry that have not completed the transition to automated processing.

#### **\*ESTA— Electronic System for Travel Authorization**

The Electronic System for Travel Authorization (ESTA) is a web-based system for the collection of information on the VWP nationals prior to boarding U.S. bound —air or sea carriers. Registration in ESTA is mandatory for citizens of all 36 countries. Please refer on line at <http://esta.cbp.dhs.gov> for more information about ESTA.

## Visa Waiver Program - Participating Countries

Andorra	Hungary***	New Zealand
Australia	Iceland	Norway
Austria	Ireland	Portugal
Belgium	Italy	San Marino
Brunei	Japan	Singapore
Czech Republic***	Latvia***	Slovakia***
Denmark	Liechtenstein	Slovenia*
Estonia***	Lithuania***	South Korea***
Finland	Luxembourg	Spain
France	Malta***	Sweden
Germany	Monaco	Switzerland
Greece****	Netherlands	United Kingdom**

### Visa Waiver Program, continued

\*Citizens and nationals of Slovenia may use only the red cover Slovenian passport for admission into the United States under the Visa Waiver Program.

\*\*Persons presenting UK passports must possess the unrestricted right of permanent abode in England, Scotland, Wales, Northern Ireland, the Channel Islands, and the Isle of Man to be eligible for the VWP.

\*\*\*It is important to note that Citizens of these eight countries MUST present an electronic passport (identifiable by the ICAO chip logo on the cover).

Please note—effective May 30, 2009 VWP countries' emergency and temporary passports will be subject to the electronic passport (e-passport) requirements. VWP emergency passports that do not meet the e-passport requirement will no longer be accepted for travel under the VWP to the United States.

German emergency and temporary passports are not valid for travel under the Visa Waiver Program.

\*\*\*\*Only Greek e-PP issued by the Hellenic Polica as of August 26, 2006, are valid for travel under VWP (see page 69).



## B. Guam – Commonwealth of the Northern Mariana Islands (G-CNMI) Visa Waiver Program

GCVWP applicants may be boarded without a visa, providing all of the following criteria are met:

- Arrives on a G-CNMI VWP signatory carrier
- Traveling only to Guam or the CNMI
- Seeking entry for 45 days or fewer, as a visitor for business or pleasure
- Holds a round trip ticket with a confirmed departure date not exceeding 45 days from the date of admission
- Has completed and signed Form I-736 and Form I-94
- Is a citizen of and has a machine readable passport issued by one of the following eligible countries:

Australia	Malaysia	Singapore
Brunei	Nauru	South Korea
Hong Kong*	New Zealand	Taiwan**
Japan	Papua New Guinea	United Kingdom

**\*Including citizens of the former colony of Hong Kong who are in possession of the United Kingdom passport that states “British National Overseas” or holders of the Special Administrative Region (SAR) travel document. Both of these travel documents must be in conjunction with a Hong Kong Identification Card.**

**\*\*Only applies to residents of Taiwan who:**

- 1) begin their travel in Taiwan and who travel on direct flights from Taiwan to Guam or the CNMI.
- 2) are in possession of a Taiwan National Identity Card and a valid Taiwanese passport with a valid reentry permit issued by the Taiwan Ministry of Foreign Affairs.

### C. AUTOMATIC REVALIDATION

Visitors (and accompanying spouses and/or children) whose visas have expired may be boarded provided they meet the following requirements:

- Arriving from Canada or Mexico
- Absent from the United States in Canada or Mexico for 30 days or fewer
- In possession of an endorsed Form I-94 showing an unexpired period of initial admission or extension of stay
- In possession of a passport
- Have not applied for a new U.S. visa while abroad
- Have maintained and intend to resume the same visitor status.

Students and exchange visitors holding visas in the F and J categories must meet all of the following to qualify for automatic revalidation:

- Arriving from Canada, Mexico or adjacent islands (except Cuba)
- Absent from the United States in Canada, Mexico or adjacent islands for 30 days or fewer
- In possession of certificate of eligibility, Form I-20 for F-1, or Form DS-2019 for J-1
- In possession of an endorsed Form I-94 showing an unexpired period of initial admission or extension of stay
- In possession of a passport
- Have not applied for a new U.S. visa while abroad
- Have maintained and intend to resume the same visitor status

*The provisions of automatic visa revalidation do not apply to nationals of Cuba, Iran, Iraq, Libya, North Korea, Sudan and Syria.*

## D. VALIDITY OF CERTAIN FOREIGN PASSPORTS

### Six Month Rule

Visitors traveling to the United States are required to be in possession of a passport valid for six months beyond the period of their intended stay in the United States.

Citizens of the countries listed below are exempt the six-month rule and need only have a passport valid for their intended period of stay.

Algeria	Guatemala	Norway
Andorra	Guinea	Pakistan
Angola	Guyana	Palau
Antigua and Barbuda	Haiti	Panama
Antilles	Hong Kong	Papua New Guinea
Argentina	(Certificates of	Paraguay
Armenia	Identity and	Peru
Aruba	Passports)	Philippines
Australia	Hungary	Poland
Austria	Iceland	Portugal
Bahamas, The	India	Qatar
Barbados	Indonesia	Romania
Belgium	Ireland	Russia
Belize	Israel	San Marino
Bermuda	Italy	Serbia
Bolivia	Jamaica	Seychelles
Bosnia-Herzegovina	Japan	Singapore
Brazil	Kuwait	Slovakia
Bulgaria	Latvia	Slovenia
Burma	Lebanon	South Africa
Canada	Libya	South Korea
Chile	Liechtenstein	Spain
Colombia	Lithuania	Sri Lanka
Costa Rica	Luxembourg	St. Kitts and Nevis
Cote d'Ivoire	Macau	St. Lucia
Croatia	Macedonia	St. Vincent and The Grenadines
Cyprus	Madagascar	Suriname
Czech Republic	Maldives	Sweden
Denmark	Malaysia	Switzerland
Dominica	Malta	Taiwan
Dominican Republic	Mauritania	Thailand
Egypt	Mauritius	Trinidad and Tobago
El Salvador	Mexico	Tunisia
Estonia	Monaco	Turkey
Ethiopia	Mongolia	Tuvalu
Fiji	Montenegro	Ukraine
Finland	Mozambique	United Arab Emirates
France	Netherlands	United Kingdom
Gabon	Nepal	Uruguay
Georgia	New Zealand	Uzbekistan
Germany	Nicaragua (for all	Vatican (Holy See)
Greece	passports)	Venezuela
Grenada	Nigeria	Vietnam
		Zimbabwe

**E. LISTING OF ADJACENT ISLANDS**

Anguilla	Martinique
Antigua	Miquelon
Aruba	Montserrat
Bahamas	Saba
Barbados	St. Barthelemy
Barbuda	St. Christopher
Bermuda	St. Eustatius
Bonaire	St. Kitts-Nevis
British Virgin Islands	St. Lucia
Cayman Islands	St. Maarten/ St. Martin
Cuba *	St. Pierre
Curacao	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Dominican Republic	Turks and Caicos Islands
Grenada	
Guadeloupe	
Haiti	
Jamaica	
Marie-Galante	

*\*Cuba is not always treated as an adjacent island nation for the purpose of entry into the United States. It is excluded when the specific reference so states.*





# **Part II:**

## **Documentary Requirements for Departure by Air**





## II. Departure By Air

The Western Hemisphere Travel Initiative (WHTI) requires all air travelers (including U.S. Citizens) to and from North and South America, the Caribbean, Bermuda and the adjacent islands to have a passport or other accepted document that establishes the bearer's identity and nationality to enter or re-enter the United States.

UNLESS OTHERWISE INDICATED, ALL TRAVEL DOCUMENTS MUST BE VALID AND UNEXPIRED.

### A. U.S. CITIZENS – must provide one of the following:

- U.S. Passport
- NEXUS Card (To be used only at designated NEXUS locations)
- U.S. Government issued Transportation Letter

### Exceptions:

1. **U.S. Citizen military personnel on active duty** may be boarded without a U.S. Passport if in possession of official travel orders and valid military ID.
2. **U.S. Citizen merchant mariners** may be boarded without a U.S. Passport if in possession of U.S. Merchant Mariner Card indicating U.S. citizenship.
3. United States Citizens and Nationals who travel **directly between parts of the United States** and its possessions and territories, without touching at a foreign port or place, are not required to present a passport. The United States possessions and territories include Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands.

### B. U.S. RESIDENTS - must provide one of the following:

- Passport
- Permanent Resident Card, Form I-551
- Temporary Residence Stamp (“ADIT”) contained in a passport or on a I-94
- Reentry Permit, Form I-327
- Refugee Travel Document, Form I-571
- Alien member of the U.S. Armed Forces in possession of official orders and military identification card.

### C. Visitors – must provide the following:

- Passport

#### Exceptions:

**Emergency Travel Document:** An Emergency Travel Document is issued by a foreign Embassy or Consulate specifically for the purpose of travel to the bearer's home country. It typically has a short validity date (one year or less) and may limit the number of entries. An Emergency Travel Document may be in the form of a traditional passport booklet or may be a single sheet of paper on foreign consulate letterhead.

National identity cards, cedulas, matriculas consular, certificates of citizenship, certificates of naturalization and other civil identity or vital statistics documents are NOT considered travel documents and are NOT valid for departure from the U.S. by air.

**Removal Orders:** Removal orders are documents used to remove, withdraw or deport inadmissible aliens from the United States. There are various forms of Removal Orders issued by Customs and Border Protection (CBP) and Immigration and Customs Enforcement (ICE). One of the most commonly seen is the Single Journey Travel Letter.

NOTE: Destination countries may require additional documentation.

The image shows a sample form titled "Single Journey Letter to the Point of Embarkation" from the U.S. Customs and Border Protection. The form is addressed to a recipient named "Mr. [REDACTED]" and is dated "1/15/2015". It includes a section for the traveler's photo, fingerprints, and signature. The form also contains a warning that it is not an identification document and should be kept safe.

Single Journey Letter

# Part III:

## U.S. Travel Document Exemplars



## **PART III: U.S. Travel Documents**

<b>U.S. Passports .....</b>	<b>30</b>
<b>U.S. Passport Card .....</b>	<b>32</b>
<b>NEXUS Card .....</b>	<b>32</b>
<b>Military Identification Cards .....</b>	<b>33</b>
<b>U.S. Merchant Mariner Cards .....</b>	<b>34</b>
<b>SENTRI &amp; Enhanced Travel Cards .....</b>	<b>35</b>
<b>Enhanced Drivers License .....</b>	<b>35</b>
<b>Permanent Resident Cards .....</b>	<b>36</b>
<b>Notice of Action .....</b>	<b>38</b>
<b>ADIT Stamps .....</b>	<b>39</b>
<b>Immigrant Visa .....</b>	<b>40</b>
<b>Reentry Permit .....</b>	<b>41</b>
<b>Refugee Travel Document .....</b>	<b>42</b>
<b>Employment Authorization Documents .....</b>	<b>43</b>
<b>Parole Authorization .....</b>	<b>45</b>
<b>Transportation Letter .....</b>	<b>46</b>
<b>Visitor Visas .....</b>	<b>48</b>
<b>U.S. Border Crossing Cards .....</b>	<b>49</b>
<b>United Nations Laissez-Passer.....</b>	<b>50</b>

## United States Passports

### e-Passports

The United States e-Passport is identified by the International e-Passport symbol located on the front cover of the document. This signifies that the passport holds a chip that contains information from the bearer's biographic page along with biometric identifiers.



2006 Version

## United States Passports

The United States issues diplomatic passports, with a black cover, official passports with a maroon cover, and tourist passports with a blue cover.



Date of expiration / Date d'expiration  
**15 Nov 2008**  
 Amendments / Modifications / En



1998 Version

Date of issue / Date de délivrance  
**01 OCT/OCT 92**



1994 Version

### U.S. Passport Card

The Passport Card can be used for land and sea travel only into the United States from Canada, Mexico, Bermuda and most Caribbean locations. Air travel will continue to require possession of a valid passport. Under no circumstances can the Passport Card be used as a substitute for a regular booklet-style passport.

The U.S. Passport Card is an acceptable stand alone WHTI compliant document for entry into the United States at all land and sea ports of entry.



### NEXUS Card

NEXUS Cards are valid entry documents for U.S. and Canadian Citizens when used at airports with designated NEXUS kiosks.



Note: Lawful Permanent Residents of the United States and Permanent Residents of Canada may use NEXUS kiosks but must be in possession of required entry documents based on immigration status and nationality.



## Military Identification Cards

United States military personnel on active duty may be boarded without a passport if in possession of official travel orders and a military identification card.



### U.S. Merchant Mariner Cards

The U.S. merchant mariner card may be accepted in lieu of a U.S. passport provided the bearer is designated on the document as a United States Citizen.



Citizenship: UNITED STATES

Expires  
02/03/2008



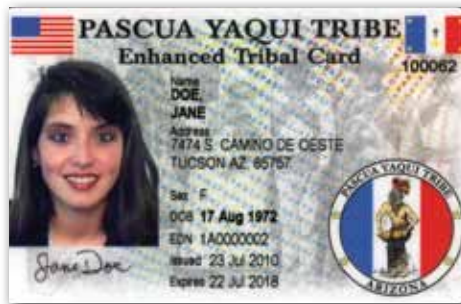
## Enhanced Drivers' License



## SENTRI Card



## Enhanced Tribal Card



State-issued enhanced drivers licenses provide proof of identity and U.S. citizenship. These new documents are being developed by many states to comply with travel rules under the WHTI. Enhanced drivers licenses can be used by U.S. Citizens instead of a passport to cross the land border with Canada or Mexico.

### Permanent Resident Cards

A Lawful Permanent Resident (LPR) may travel to the United States with a Permanent Resident Card (Form I-551). LPRs with expired I-551s may be boarded without penalty provided the card was issued with a 10-year expiration date. A passport is not required.

Card Expires: **04/02/10**



DHS 2010 Version



DHS 2003 Version

CARD EXPIRES 01/02/80

## Permanent Resident Cards, continued



DOJ 1997 Version



1977 Version is still valid



DOJ 1993 Version



The 1993 version resident card should no longer be valid. If a passenger presents this card for boarding, it is strongly recommended the agent contact an RCLG prior to boarding.

### Carrier Information Guide

### Notice of Action

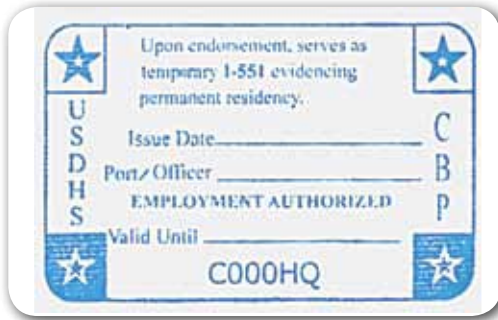
A Conditional Resident with an expired Resident card (with a two-year expiration date) may be boarded if also in possession of a Notice of Action (Form I-797). The Notice of Action extends the validity of the card for a specified length of time, generally one year. The “Receipt Date” of the form has no effect on the validity of the card. A passport is not required.



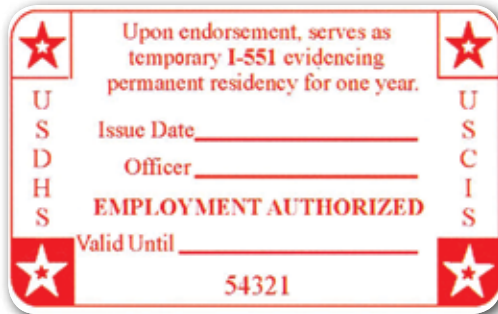
Note: Appearance and data elements of Form I-797 may vary dependent on issuing office.

## ADIT Stamps

A Lawful Permanent Resident (LPR) may re-enter the United States with a valid Alien Documentation Identification and Telecommunication (ADIT) Stamp. The ADIT Stamp is provided to an LPR as temporary evidence of his/her resident status. An ADIT Stamp may be affixed to a passport or to Form I-94.



CBP Version



USCIS Version

### Immigrant Visa

An immigrant visa is issued by the Department of State and will be affixed inside the passport of the immigrant.

Once an immigrant has been admitted to the United States the immigrant visa becomes a re-entry document, valid for one year from the endorsement date. The statement **"UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR"** will be printed in the body of the visa directly above the machine-readable zone. This documentation is acceptable for travel and employment purposes and is intended to replace the ADIT stamp.





## Permit to Re-Enter

A Lawful Permanent Resident may reenter the United States with Permit to Re-Enter (Form I-327) without possession of a Permanent Resident Card. Absence from the United States may exceed one year when a Re-Entry Permit is presented.



2007 Version



## Employment Authorization Documents (EAD)

Employment Authorization Documents (Form I-766) are issued to lawful temporary residents of the United States or certain non-immigrants as evidence of their authorization to accept employment. If the unexpired EAD is annotated on the front of the card “VALID FOR RE-ENTRY TO THE U.S.” carriers may board these passengers presenting this document in conjunction with a valid passport or other valid travel documents.

Please note: Not all Employment Authorization Documents are valid for travel. If the front of the card is annotated “NOT VALID FOR RE-ENTRY” carriers must not board these passengers unless they have valid U.S. entry documents outlined in this guide.



**VALID FOR REENTRY TO U.S.**



**NOT VALID FOR REENTRY TO U.S.**

## Employment Authorization Document






The “Combo Card” (Form I-766) serves as a combination of evidence of an advance parole (Form I-512- on page 45) and of authorization for employment in the United States. If the unexpired EAD is annotated on the front of the card “SERVES AS I-512 ADVANCE PAROLE” carriers may board these passengers presenting this document in conjunction with a valid passport or other valid travel documents.



SERVES AS I-512 ADVANCE PAROLE

## Parole Authorization

A Parole Authorization (Form I-512) allows the bearer to apply for entry or re-entry to the United States. An individual presenting this document may be boarded up to the document's expiration date. An endorsement of the document by any stamp does not extend the printed expiration date on the Parole Letter.


Department of Homeland Security U.S. Citizenship and Immigration Services		Authorization for Parole of an Alien into the United States			
(Family Name)	(Given Name)	(Middle Name)	Date Issued		
SMITH, J. PHYLIS			9/20/2006		
Date of Birth (Month/Day/Year)		Country of Birth	(State or Province)	(Country)	
08/25/1942		CANADA			
U.S. Address (App. Number and/or In Case Of)		(Street Number and Name)	(City)	(State or Province)	(Zip/Postal Code)
<p>Presentation of this document will authorize a transportation line to accept the named bearer on board for travel to the United States without liability under section 272 of the Immigration and Nationality Act for bringing an alien who does not have a visa.</p> <p>Presentation of the original of this document prior to <u>9/18/2006</u> will authorize an immigration officer at a port of entry in the United States to permit the named bearer, whose photograph appears herein, to enter the United States.</p> <p><input checked="" type="checkbox"/> As an alien granted pursuant to section 212(i)(5) of the Immigration and Nationality Act.</p> <p><input type="checkbox"/></p>					
<p><b>AUTHORIZATION:</b> The holder of this authorization is an applicant for adjustment of status under the Immigration and Nationality Act. The holder departed the United States temporarily and intends to return to the United States to ensure processing of the adjustment of status application. Contingent upon his or her prima facie eligibility, the holder of this document shall be paroled into the United States pursuant to the authority of the Director, National Benefits Center (commonly known as the Mission Service Center). <b>VALID FOR MULTIPLE APPLICATIONS FOR PAROLE INTO THE UNITED STATES. Parole is authorized for one year.</b></p> <p><b>NOTICE TO APPLICANT:</b> Presentation of this authorization will permit you to resume your application for adjustment of status upon your return to the United States. If your adjustment is denied, you will be subject to removal proceeding under section 238(a)(1) or 240 of the Act. If after April 1, 1997, you were unlawfully present in the United States for more than 180 days before applying for adjustment of status, you may be found inadmissible under section 212(d)(9)(A)(i) of the Act while you remain in the United States to resume the processing of your application. If you are found inadmissible, you will need to qualify for a waiver of inadmissibility in order for your adjustment of status application to be approved.</p>					
 (Signature of Immigration Officer) <b>Robert M. Casaw</b>		National Benefits Center (Authorizing Official) <b>National Benefits Center</b> (Parole Stamp)			
					
AR 		RCP 			
Form I-512 (Rev. 11/2004)					

Note: Appearance and data elements of Form I-512 may vary dependent on issuing office

## Transportation Letter

A transportation letter may be issued to a U.S. Citizen, Lawful Permanent Resident, or Refugee at a U.S. Embassy or Consulate. This letter is sufficient for entry provided the holder of the letter travels before the expiration date of the letter.

U.S. Department of Homeland Security  
U.S. Customs and Border Protection  
American Embassy [ENTER Office]



U.S. Customs and  
Border Protection

**AUTHORIZATION TO TRANSPORT ALIEN TO THE UNITED STATES**

Date Issued:  
This Document Valid Until:  
Document Number:

Name of Bearer:  
Date/Place of birth:  
Permanent Resident Card Number:  
Passport Number:

**TO: Transportation Company**

Presentation of this document will authorize a transportation company to accept the named bearer, whose photograph is attached, on board for travel to the United States without liability under Section 273(b) of the Immigration and Nationality Act for this single trip unless otherwise noted. In the event of evidence of tampering with this letter or with the copy of this letter directed to the CBP Officer or with the envelopes in which these letters are conveyed, the transportation company is requested not to board the person named above and to report the evidence of tampering to this office at (insert tel. number) or after normal business hours to call the Embassy Duty Officer at: (insert tel. number).


**TO: Customs and Border Protection (CBP) Officer at Port of Entry**

The bearer of this document, who appears to be a lawful permanent resident of the United States, is not in possession of a Alien Registration Card (I-551) for the stated reason that it was reported (insert what applies e.g., **Lost, Stolen, Expired, Mutilated**) while temporarily outside of the United States. This document was issued to allow the bearer to board a carrier and make application for admission to the United States.

This letter in no way constitutes an obligation on the United States Government to admit the alien. CBP at the port of entry has sole and exclusive authority to admit the above named alien. A copy of this letter has been retained by this office along with the bearer's sworn affidavit as to his/her claimed status as a Lawful Permanent Resident alien of the United States.

Issued by: \_\_\_\_\_

Telephone: \_\_\_\_\_



Note: Appearance and data elements may vary dependent on issuing office. Letters may be issued by the U.S. Department of State, Immigration and Customs Enforcement, Customs and Border Protection, or Citizenship and Immigration Services.

## Transportation Letter, continued

The Department of State may issue transportation letters to refugees and asylees on the Lincoln visa foil. The visa foil may be affixed on a passport or a Department of State Form DS-232 if the bearer does not have a passport.

The foil will have the following information in the "Annotation" block. "NOT A VISA. FOIL PREPARED AT DHS REQUEST. MAY BE BOARDED WITHOUT TRANSPORTATION CARRIER LIABILITY." In addition, the visa class will be annotated as either "ZZ" or "YY".







## U.S. Border Crossing Cards

The Border Crossing Card (BCC) issued by the U.S. Department of State, is a credit card sized plastic card that combines a B1/ B2 tourist visa with a Border Crossing Card. The Border Crossing Card will be issued only to Mexican nationals who are residents in Mexico in areas along the U.S.– Mexican border.





# Part IV:

## Visa Classifications



## PART IV: Visa Classifications

A-1	Govt. Official and immediate family
A-2	Govt. Official and immediate family
A-3	Employee of A-1 or A-2
B-1	Temporary Visitor for business
B-2	Temporary Visitor for pleasure
C-1	Transiting directly through U.S.
C1D	Combined transit and crewman visa
C-2	Travel to the United Nations
C-3	Govt. Official, immediate family/employee transit U.S.
D-1	Crewman departing on same vessel of arrival
D-2	Crewman departing by other vessel or conveyance
E-1	Treaty trader, spouse and children
E-2	Treaty investor, spouse and children
E-3	Australian Nationals in a specialty occupation
F-1	Academic Student
F-2	Spouse or child of F-1
G-1	Representatives and employees of international organizations
G-2	Representatives and employees of international organizations
G-3	Representatives to and employees of international organizations
G-4	Representatives to and employees of international organizations
G-5	Employee or member of immediate family of G1-4
H-1B	Specialty Occupations
H-1B1	Free Trade Professionals from Chile and Singapore
H1C	Nurse
H-2A	Temporary Agriculture Worker
H-2B	Temporary Agriculture Worker skilled / unskilled
H-3	Industrial trainee
H-4	Spouse or child of H1-H3
I	Foreign media representative and immediate family
J-1	Exchange visitor
J-2	Spouse or child of J-1
K-1	Fiancé (e) of U.S. Citizen
K-2	Child of K-1
K-3	Spouse of U.S. Citizen
K-4	Child of K-3
L-1	Intra-company transferee
L-2	Spouse or child of L-1
M-1	Vocational Student or other non-academic student
M-2	Spouse or child of M-1
N-8	Parent of foreign Nat'l classified as a Special Immigrant
N-9	Child of N-8 or Special Immigrant
NATO-1	Representatives and families
NATO-2	Representatives and families
NATO-3	Representatives and families
NATO-4	Representatives and families
NATO-5	Employees of NATO 1-4
NATO-6	Employees of NATO 1-4
NATO-7	Employee of NATO 1-6 or immediate family

O-1	Extraordinary ability
O-2	Accompany /assist O-1
O-3	Spouse or child of O-1 O-2
P-1	Individual or team athletes, Entertainment Group
P-2	Artists and entertainers in reciprocal exchange programs
P-3	Artists and entertainers in culturally unique program
P-4	Spouse or child of P-1 - P-3
Q-1	International cultural exchange
Q-2	Irish Peace Process Cultural
Q-3	Spouse or child of Q-1-Q-2
R-1	Religious worker
R-2	Spouse or child of R-1
S	Special non-immigrant
T	Special non-immigrant
U	Special non-immigrant
TN	Trade visa for Canada & Mexico, NAFTA
TD	Spouse or child of TN
V-1	Spouse of Legal Permanent Resident (LPR)
V-2	Child of V-1
V-3	Derivative Child of V-1 or V-2
YY	Department of State visa issued in lieu of transportation letter
ZZ	Department of State visa issued in lieu of transportation letter

# Part V:

## Fineable Offenses Table





## PART V: Fineable Sections of the Immigration and Nationality Act (INA)

The table below includes fines issued by CBP as according to the INA. Please refer to the INA and applicable regulations for further elaboration.

Ina Sec	Circumstance	Max. Fine
231(a)	No I-94 or wrong type of I-94 upon arrival.	\$330
231(b)	Non-submission or improper completion of I-94 at departure.	\$330
234	No advance notice of aircraft arrival or aircraft landing at unauthorized place.	\$2,200
243(c)	Failure to remove passenger as ordered [ref. 241(d)(3)].	\$2,000
	Failure to pay passenger removal expenses as ordered [ref. 241(e)].	\$2,000
	Failure to receive back passenger as ordered [ref. 241(d)(1)].	\$2,000
	Failure to detain stowaway until inspected [ref. 241(d)(2)].	\$2,000
	Failure to pay for stowaway removal as ordered [ref. 241(e)].	\$2,000
	Failure to remove stowaway [ref. 241(d)(2)(C)].	\$5,000
251	Failure to provide complete list of alien crew upon arrival.	\$220
	Failure to report illegally-landed alien crew.	\$220
	Failure to provide complete list of alien crew upon departure.	\$220
	Performance of unauthorized longshore work by alien crew [ref. 258].	\$5,500

254(a)(1)	Failure to detain alien crewman prior to inspection.	\$3,300
254(a)(2)	Failure to detain alien crewman as ordered.	\$3,300
254(a)(3)	Failure to remove alien crewman as ordered.	\$3,300
255	Employment on passenger vessels of crewmen with certain afflictions.	\$1,100
256	Improper discharge of alien crewman.	\$3,300
257	Bringing alien to the U.S. as crewman with intent to evade INS laws.	\$11,000
271	Failure to prevent unauthorized landing of aliens	\$3,300
272	Bringing an alien subject to refusal on a health-related ground.	\$3,300
273(a)(1)	Bringing an alien without a valid unexpired entry document.	\$3,300
273(a)(2)	Taking a fee, deposit, or consideration as a condition of boarding an alien.	\$3,300





# Part VI:

## Quick Reference Travel Document Charts



## Documentary Requirements for ARRIVAL by Air

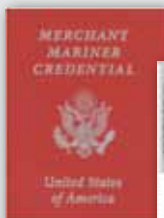
United States Citizens require one of the following:



US Passport



Military  
ID Card  
(with official travel orders)



Merchant Mariner Card




NEXUS Card  
(at Nexus kiosk only)

# Documentary Requirements for ARRIVAL by Air

United States Citizens require one of  
the following (continued):

U.S. Department of Homeland Security  
U.S. Customs and Border Protection  
American Embassy (ENTER Office)



**AUTHORIZATION TO TRANSPORT ALIEN TO THE UNITED STATES**

Date Issued:  
This Document Valid Until:  
Document Number:

Name of Bearer:  
Date/Place of Birth:  
Permanent Resident Card Number:  
Passport Number:

**TO: Transportation Company**

Presentation of this document will authorize a transportation company to accept the named bearer, whose photograph is attached, on board for travel to the United States without liability under Section 273(b) of the Immigration and Nationality Act for this single trip unless otherwise noted. In the event of evidence of tampering with this letter or with the copy of this letter directed to the CBP Officer or with the envelopes in which these letters are conveyed, the transportation company is requested not to board the person named above and to report the evidence of tampering to this office at **(insert tel. number)** or after normal business hours to call the Embassy Duty Officer at: **(insert tel. number)**.


**TO: Customs and Border Protection (CBP) Officer at Port of Entry**

The bearer of this document, who appears to be a lawful permanent resident of the United States, is not in possession of an Alien Registration Card (I-551) for the stated reason that it was reported (insert what applies e.g., Lost, Stolen, Expired, Mutilated) while temporarily outside of the United States. This document was issued to allow the bearer to board a carrier and make application for admission to the United States.

This letter in no way constitutes an obligation on the United States Government to admit the alien. CBP at the port of entry has sole and exclusive authority to admit the above named alien. A copy of this letter has been retained by this office along with the bearer's sworn affidavit as to his/her claimed status as a Lawful Permanent Resident alien of the United States.

Issued by: \_\_\_\_\_

Telephone: \_\_\_\_\_

  
**Photo**

Transportation Letter



## Documentary Requirements for ARRIVAL by Air

Canadian and Bermudan Citizens  
require one of the following:



Passport



This stamp placed inside UK passport indicates Bermuda Citizenship



Parole Letter



NEXUS Card  
(at Nexus kiosk only)

# Documentary Requirements for ARRIVAL by Air

Mexican Citizens require the following:



**OR**

Passport and Visa



**OR**



Passport and Border Crossing Card



Parole Letter



Passport and unexpired EAD

# Documentary Requirements for ARRIVAL by Air

Lawful Permanent Residents require one of the following:



ADIT Stamp



DHS Travel Document



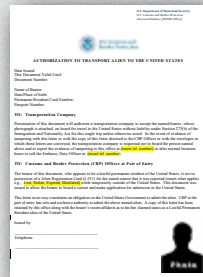
Immigrant Visa



Parole Letter



Permanent Resident Card



Transportation Letter

# Documentary Requirements for ARRIVAL by Air

VWP Eligible Travelers require the following:



With

VWP Eligible Passport



With

Machine Readable Passport



Digital Photo if issued after 25 October 2005

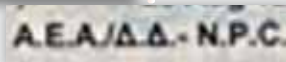
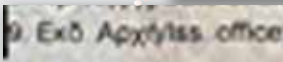
With



E-Passport if issued after 25 October 2006

# Documentary Requirements for ARRIVAL by Air

## VWP Eligible Travelers (continued):



Greek Passport

## All Others require the following:



Passport and Visa

**OR**



Parole Letter



Passport and unexpired EAD

# Documentary Requirements for DEPARTURE by Air

United States Citizens require one of the following:



Passport



NEXUS Card



Military  
ID Card

(with official travel orders)



Merchant Mariner Card

# Documentary Requirements for DEPARTURE by Air

## Lawful Permanent Residents

require one of the following:



Permanent Resident Card



Immigrant Visa



Passport



DHS Travel Document



Parole Letter



ADIT Stamps

## Documentary Requirements for DEPARTURE by Air

Canadian Citizens require one of the following:



NEXUS Card



Passport

All Others require a passport or Emergency Travel Document or Removal Order.



Passport



Single Journey Letter



Emergency Travel Document



## Documentary Requirements for Departure by Air

Examples of documents **not** acceptable  
for entry to or departure from the United States by air:

- Driver's License
- Birth Certificate
- Citizenship Certificate (or Card)
- Naturalization Certificate
- Matricula Consular
- Cedula
- National Identification Card

When in doubt, contact the CBP Regional Carrier Liaison Group (RCLG) or the nearest Port of Entry.

# Documentary Requirements by LAND & SEA

United States Citizens require one of the following:



US Passport



US Passport card



SENTRI Card



NEXUS Card



State or Provincial Issued Enhanced Drivers License



Enhanced Tribal Card

# Documentary Requirements by LAND & SEA

Canadian Citizens require one of the following:



NEXUS Card



Passport



SENTRI Card



Northern Affairs Card



State or Provincial Issued Enhanced Drivers License



# **Part VII:**

## **The Advance Passenger Information System**



The Advance Passenger Information System (APIS) was developed by the U.S. Government in 1989 as a voluntary program in cooperation with the airline industry. The APIS program established a system for the electronic transmission of flight manifest information including passenger and crew biographic data. Mandatory APIS requirements were first established under the Aviation and Transportation Security Act of 2001, the Enhanced Border Security and Visa Reform Act of 2002 and the 2004 Intelligence Reform and Terrorism Prevention Act (IRTPA).

### **APIS Pre-Departure and APIS Quick Query (AQQ) for Commercial Air Carriers**

On August 23, 2007, CBP published the APIS Pre-Departure Final Rule, providing a 180 day implementation period, with an effective date of February 19, 2008. This rule amends existing regulations and provides three options for commercial air carriers to transmit data:

Non-Interactive Batch is the existing method for carriers transmitting APIS data. Under the Final Rule carriers employing this method transmit data no later than 30 minutes prior to securing the aircraft doors.

Interactive Batch is the new interactive capability where carriers transmit data no later than 30 minutes prior to securing the aircraft doors and receive an automated watch list screening response.

APIS Quick Query (AQQ) is the new functionality where carriers transmit single APIS messages as passengers check in for a flight. Data can be transmitted up to the time of the securing the aircraft doors, and carriers receive an interactive watch list screening result.

CBP continues to work with carriers and service providers to implement changes for AQQ and to comply with the subsequent requirements of the Electronic System for Travel Authorization. CBP also continues to work closely with the Transportation Security Administration (TSA) to align processes for the TSA Secure Flight Program.

If you have any questions regarding APIS, please contact your local Carrier Account Manager.





# **Part VIII:**

## **Human Trafficking**



# Potential Victims of Human Trafficking

Human trafficking differs from human smuggling in several ways, but the exploitation of a person is what separates one from the other. Smuggling is voluntary and generally the relationship with the smuggler ends after the border crossing. Human trafficking is involuntary, involves forced exploitation of a person through physical and/or psychological coercion, and is a crime against a person's human rights.

As a representative of an air carrier, you are in the unique position to observe passengers, providing you the opportunity to view indicators that would otherwise remain unknown. Indicators of human trafficking may be difficult to identify and in most cases the potential victim is complicit in the smuggling scheme. Some indicators are:

- **Fear:** Does the person look fearful, depressed, confused, or overly submissive?
- **Abuse:** Does the person have signs of physical abuse or signs of being deprived of food, water or sleep?
- **Being Monitored or Controlled:** Is the person closely watched by someone else? Are they allowed to speak on their own behalf? Do they have control over their travel documents?

The following are true stories relayed by fellow employees within the airline industry:

- An airline employee became suspicious of a trend she observed at a domestic ticket counter. She noticed that each week, on a specific day and time, a man purchased tickets for different single females who appear to be nationals of the same country. The tickets were for two West coast cities.
- A young girl traveling with an older man was physically forced through a line. The girl had no luggage or purse and appeared to be seeking the attention of other travelers.
- On a flight, a flight attendant spoke with teen prostitutes who claimed to be US citizens. They spoke of their inability to leave the prostitution ring. Their suspected pimp subsequently intervened and prevented any further communication with the flight attendant.



Photo by Kay Chernick, U.S. Department of State

**Death is not the only way to lose your life.**

**Be alert. Be strong. Be free.**

Ask for help if:

- Your identification documents are taken away from you.
- You are indebted to a smuggler or employer and must work off your debt.
- You or your family are threatened or abused.
- You are not allowed to leave your home or job or are subjected to limited movement.
- You are forced to do things against your will.
- You are denied any freedom of choice or human right.

CBP officers are trained to identify potential victims of human trafficking. In addition, they may discreetly warn travelers by providing them with Human Trafficking Information Cards (Right Image). These cards are also available in Chinese (Mandarin), French, Indonesian, Korean, Russian, Spanish, Thai, and Vietnamese.

All persons in the U.S., even those here illegally, are protected by and subject to U.S. laws. CBP works closely with ICE and other federal partners to ensure that victims of human trafficking will be protected, given safe haven, and referred for medical or other assistance. You may contact CBP's Regional Carrier Liaison Group in Honolulu (1-808-237-4632), New York (1-718-553-1783), or Miami (1-305-874-5444). These specially trained CBP Officers are available 24/7.





**U.S. Customs and Border Protection**  
**Washington, D.C. 20229**

**[www.cbp.gov](http://www.cbp.gov)**

**Publication 0000-0627**