



REPLY TO
ATTENTION OF

HEADQUARTERS
CENTCOM JOINT THEATER SUPPORT CONTRACTING COMMAND
BAGRAM AIRFIELD
BAGRAM, AFGHANISTAN
APO AE 09354



C-JTSCC-HCA

23 April 2015

MEMORANDUM FOR ALL HEADS OF CONTRACTING ACTIVITIES (HCA)

SUBJECT: HCA Bulletin 15-07, Afghanistan Visa Notary and Guarantor Requirement

1. This HCA bulletin is applicable to all contracting activities doing business in Afghanistan. The Islamic Republic of Afghanistan requires the visa application be notarized in certain circumstances. The following procedures apply to visa applications processed in Afghanistan and those processed outside of Afghanistan. The attached BSA/SOFA Implementation FAQ provides detailed information.

a. **Visa Applications Processed in Afghanistan (Kabul Office)**: For visa applications processed in Afghanistan, a notary **IS NOT REQUIRED** on page 2 of the application as the guarantor. The requirement for visa applications processed in Afghanistan is that an individual signs as the guarantor on page 2, confirming that the applicant is the individual signing the application. The guarantor may be anyone and **does not need to be a notary**.

b. **Visa Applications Processed outside of Afghanistan (including in the United States)**: For visa applications processed outside of Afghanistan, a notary **IS REQUIRED** on page 2 of the application as the guarantor. The individual employee who submits a visa application **must be physically present in front of the notary when he/she signs their application**. Contractors may either obtain their own authorized notaries for this purpose or, if in Afghanistan, they may obtain notary services from their USFOR-A/Resolute Support/unit JAG office. Please contact these offices for the best time/place to obtain notary services (see attached points of contact information of who can provide notarial services within Afghanistan or visit the site at <http://usfora.afghan.swa.army.mil/sjasite/default.aspx>). The notary will provide a seal on the application along with his/her signature. **Each contractor needs to be prepared with a photo identification to verify their identity to the notary**. This paragraph applies to the following:

i. Contractors that require their employees to complete their individual applications in Afghanistan, then batch all of their employee applications and carries them back to the United States or another country outside of Afghanistan for processing.

ii. Contractor employees already outside of Afghanistan who are processing their Visa applications outside of Afghanistan.

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2. My point of contact for this action is Dona Alexander at dona.s.alexander@afghan.swa.army.mil

Enclosures
As Stated

A handwritten signature in black ink, appearing to read "Brett J. McMullen". The signature is fluid and cursive, with a large initial "B" and "M".

BRETT J. MCMULLEN
Brigadier General, USAF
Head of the Contracting Activity