

*Note: As of March 18, 2010, this is the latest guidance from State.
3 FAM Appendix B has been moved to the 12 FAM.*



CRISIS MANAGEMENT & SUPPORT

Notification Procedures for Marriage to Foreign Nationals

(Reference 12 FAM 270)

- WHO:** All U.S. citizen personnel cleared for access to sensitive information
- WHEN:** At least 90 days prior to the anticipated marriage date, must notify Ambassador, Principal Officer or Executive Director (normally through Management Office/**HR**)

NOTE: *Reporting is also required when employee cohabits or develops a romantic or sexually intimate and continuing relationship with a foreign national. Homosexual and heterosexual relations are treated identically for the purposes of the regulations. Foreign and Civil Service personnel assigned domestically should report marriage or cohabitation to a foreign national to their HR representative. See 12 FAM 270 for specific guidance.*

- HOW:** Submit a simple memorandum to Ambassador/Principal Officer/Executive Director through Management Office/**HR**:

- Subject: "Notice of Intent to Marry Foreign National"
- Fiancé(e)'s name, nationality, date and place of birth
- Location where wedding will take place
- Planned date of marriage

- WHY:** Failure to provide notification may result in:
- disciplinary action
 - an adverse impact on employee's career and/or assignments; and/or
 - loss or delay of security clearance

WHAT HAPPENS NEXT:

- **Within 5 days of receipt of a notification from employee, HR should forward the following documents to DS/ICI/PSS, 4th Fl, SA-3, Attn: Routing Station:**
 - Employee's notice of intent to marry memorandum
 - Counseling memorandum of conversation by DCM or Management Officer (format found in 3 FAM 4100, Appendix B Part 629.2-5)
 - Form SF-85 (Questionnaire for Public Trust) COMPLETED BY FIANC(E)

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- Form SF85P-S (Supplemental Questionnaire for Selected Positions) COMPLETED BY FIANC(E)
 - Family biographical sketch (required contents found in 3 FAM 4100 Appendix B [Old 3 FAM 629.2-5c.(2)])
 - Copies of all relevant divorce decrees
- ***If not already at post:*** *Employee should contact Travel Section regarding the new spouse's travel to post (Entitled to travel to post and UAB BUT must make sure comply with regulations [i.e., Fly America Act])*
- ***After marriage (for members of the Foreign Service)***
 - Employee files new OF-126 Foreign Service Residence & Dependency Report
 - Employee must amend Travel Orders to include spouse
 - Once Travel Orders amended to feature EFM, file Travel Voucher for spouse
 - Remember to change your health insurance enrollment from "self" to "family"