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The Secretary of State presents her compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Missions and, in preparation for the upcoming United Nations General Assembly in New York City, has the honor to refer to the procedures associated with the notification and identification of armed security personnel who are assigned by the sending State to accompany the travel of a foreign dignitary to, within, and from the United States.

In order to continue to ensure the efficient authorization of a foreign government's use of its armed security personnel to accompany the travel of its dignitaries to, within, and from the United States, the Department wishes to remind the Chiefs of Missions of the following procedural requirements:

1. A minimum of 72 hours prior to the arrival of a foreign dignitary who is traveling to the United States with armed security personnel, the associated embassy is required to notify the Department of this fact via the electronic submission of a request for *Courtesies of the Port*.
2. Requests for *Courtesies of the Port* are made using the Department's e-Government System (<https://ofmapps.state.gov/eGov/public/login.jsp>).

3. Detailed instructions concerning the process for making such requests using the Department's e-Government System is available at www.state.gov/documents/organization/170450.pdf. Please direct questions regarding the completion of the Courtesies of Port letter to the Office of Protocol which can be reached by electronic mail at JohnsonJL@state.gov or by telephone at (202) 647 4074.
4. With respect specifically to the sending State's armed security personnel, as part of their request for *Courtesies of the Port*, embassies are required to provide the following information concerning such individuals:
 - name and rank;
 - passport and visa numbers;
 - visa type;
 - make, model, caliber, and serial numbers of weapon(s) assigned to this individual; and
 - the number of rounds of ammunition assigned to this individual.
5. The Chiefs of Missions are reminded that they are directly responsible for ensuring that any armed security personnel sent to the United States by their governments:
 - are trained and proficient in the use of weapons that such individuals have been assigned to carry during their time in the United States;

- are able to communicate in English;
- will carry weapons ONLY when accompanying the dignitary to whom they are assigned; and
- will securely store their weapons when they are not on duty.

Following the submission of such requests, a representative of the Department's Bureau of Diplomatic Security or the United States Secret Service will directly contact the associated embassy to facilitate the assignment of visual indicators that the foreign government's armed security personnel will be required to wear during all times in which they are performing protective services for the dignitary or dignitaries to whom they are assigned during their visit to the United States.

Questions concerning the provision of protective services to foreign missions or concerning a foreign government's armed security personnel's ability to function within the United States should be directed to the Diplomatic Security Service, Protective Liaison Division, by telephone at (202) 895-3600.

Department of State,

Washington, August 28, 2012.

