



OFFICE OF THE CHIEF OF PROTOCOL



PORT COURTESY HANDBOOK



United States Department of State

Washington, D.C. 20520

To Whom It May Concern,

I am pleased to present to you the new Port Courtesy Handbook. The Office of the Chief of Protocol, in consultation with the U.S. Department of Homeland Security and other Department of State offices and officials, developed this material to assist you in preparations for visits to the United States by dignitaries from your country, and to help ensure the visits are productive and free from unnecessary hindrances.

The manual will guide you step-by-step through the procedures that must be completed prior to the arrival of any officials. It also includes additional instructions for actions that must be completed before the travelers' initial transit or departure flight.

Within this material you will find answers to many commonly asked questions including information on eligibility criteria for port courtesy services; the Electronic System for Travel Authorization (ESTA); Diplomatic Overflight Clearances; and the Electronic Advance Passenger Information System (eAPIS). The manual also addresses issues related to airport greeters; ATA Carnets for cargo equipment; weapons and security; Airport Escort Screening procedures; and much more.

Please familiarize yourself with this guide and the key concepts. We hope you will use the information as a convenient reference going forward. As always, please feel free to contact my office for service related to any travel issue.

I look forward to working with you on future visits.

Sincerely,

Peter A. Selfridge
Chief of Protocol

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SECTION ONE

PORT COURTESY BASICS

The Office of the Chief of Protocol has prepared this handbook to assist foreign missions with the appropriate policies, procedures, and guidance concerning Port Courtesy requests, US-VISIT Exemptions, the Diplomatic Overflight Clearance Application System, requesting Diplomatic or United States Secret Service protection, Airport Escort Screening Process, ATA Carnets (manifests) containing equipment and other declarations, and much more. The guidance contained within should be closely adhered to so as to ensure the smooth and safe passage of their high-ranking foreign dignitaries and delegations.

Foreign Missions should note that all qualifying delegation members traveling into the United States – to include the dignitary, spouse and children (if accompanying), advance personnel, support staff, security detail, communication and foreign media personnel, and any other diplomatic staff – are required to obtain and submit the proper passports, visas, overflight clearances, and other necessary documentation in accordance with Customs and Border Protection policies and procedures prior to entering into the United States. Security details traveling with weapons are additionally required to provide notification well in advance of their arrival.

Prior to entering into the United States, Foreign Missions are required to ensure the following, for each individual:

1. Each delegation member holds the correct passport with the correct visa.
2. Submit Port Courtesy notifications listing the high-level dignitary, support staff, media (if applicable), and security officers (if applicable) a minimum of three business days in advance of the arrival date.
3. Submit notifications for diplomatic overflight clearances a minimum of three business days in advance of the arrival date.
4. If applicable, submit a US-VISIT exemption request to the State Department Desk Officer a minimum of three business days in advance of the arrival date.
5. Properly declare all equipment, agricultural products, and/or negotiable monetary funds, using an active ATA Carnet – ensuring the information listed on the Carnet is reflected in the physical items coming into the United States. The ATA Carnet must be certified by the host country's Customs and Immigrations Department prior to entering into the United States.
6. Submit notification request for Airport Escort Screening Courtesies for all Cabinet-level Ministers/Secretaries departing from airports in the United States on commercial aircraft a minimum of three business days in advance of the initial departure date.

PORT COURTESY BASICS

WHAT IS A PORT COURTESY?

A Port Courtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the **FIRST** international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

WHO IS ELIGIBLE FOR A PORT COURTESY?

Below is an extensive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from the Foreign Missions. Please note, that any children of a qualifying dignitary flying independently are not eligible for a Port Courtesy.

- Chief of State/Head of Government (*and their traveling parties*)
- First Lady/Spouse of Chief of State/Head of Government
- Former Chiefs of State/Heads of Government (*and their traveling parties*)
- Vice President/Deputy Prime Minister
- Cabinet Ministers/Cabinet Secretaries (*and their traveling parties*)
- Deputy Cabinet Ministers/Deputy Cabinet Secretaries (*and their traveling parties*)
- State Minister/State Secretary
- Members of Royal Families
- Members of Parliament/Congress
- Governors
- Chief of Mission *accredited to the United States*
- Chief of Mission *designate to the United States*
- Spouse of Chief of Mission accredited to the United States
- Permanent Representative to the United Nations *in New York*
- Permanent Representative *designates* to the United Nations *in New York*
- Highest Judicial Tribunal Justices (*example: Supreme Court Justices*)
- High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State

PORT COURTESY BASICS

WHEN SHOULD PORT COURTESY REQUESTS BE SUBMITTED?

The foreign missions should submit port courtesy requests a minimum of three business days in advance of the arrival date. This deadline is critical to ensure adequate time to file the necessary paperwork with the many U.S. Government agencies involved in the process. Port Courtesy requests must be submitted **before 4:00 p.m. Eastern Standard Time (EST) Mondays through Thursdays** and **before 3:00 p.m. EST on Fridays**. Requests submitted after normal business hours, over the weekend (Saturday or Sunday), or during a U.S. government holiday will be processed the next business day. If an unexpected request develops past the three-business-day deadline or during a weekend/holiday, the Foreign Mission must request approval by calling **202-647-4074** during normal business hours or **202-997-4923** after hours and on weekends and holidays. Additionally, the Foreign Mission should e-mail the Port Courtesy mailbox at PortCourtesies@state.gov detailing the nature and urgency of the request. Please note, the Office of Protocol cannot guarantee that any request submitted less than three business days prior to the arrival date will be honored.

WHAT SHOULD BE INCLUDED IN THE PORT COURTESY REQUEST?

Foreign Missions should be sure to include all corresponding personal information in the port courtesy relating to the individual(s). Foreign missions should include:

- *First, Middle, and Last names - exactly as they are printed on the passport*
- *Official government titles*
- *Date of birth – dd/mm/yyyy*
- *Correct passport for official travel - Diplomatic or Official*
 - *Correct passport numbers that coincide with the visa in the corresponding passport*
 - *Correct passport issue and expiration date*
- *Visa*
 - *Visa foil number*
 - *Visa type*
- *The most up-to-date flight itinerary – dates, times, flight numbers, etc.*
 - *Arrival flight*
 - *Flight to Washington, DC*
 - *Departure flight*
- *For private aircraft arrivals, please include the airport's Fixed Base Operator (FBO), example Landmark or Signature airport*
- *A list of greeters meeting with dignitary at the first arrival airport in the United States*

Additional Notes

For private aircraft arrivals, please include the private airport destination – fixed based operation (FBO), where the aircraft will be stationed/parked (for example, Landmark or Signature airport).

The port courtesy request should reflect the corresponding **local time zone** of arrival and departure time.

If an airport is not listed in the drop down menu of E-GOV please select "OTHER" and type in the corresponding airport.

PORT COURTESY BASICS

If any of the information changes, the Port Courtesy must be updated to reflect these new changes. To amend a Port Courtesy request previously submitted, please contact the Protocol Office, Port Courtesy Officer. Be sure to have your transaction ID. **Do not** submit a new Port Courtesy request. All changes to previously submitted requests should be made with assistance from the Port Courtesy Officer. Please note, once a Port Courtesy request is submitted, the Protocol Office is **not** able to view any changes or additions in the remarks section.

HOW TO SUBMIT A PORT COURTESY

All Foreign mission in the United States should have access to the E-GOV database system. E-GOV is a database system that allows embassies and consulates to submit various requests (port courtesies, customs-warehouse, travel, tax, White House Visits, etc.).

Step 1: Users should go to <https://ofmapps.state.gov/eGov/public/login.jsp>. If a user already has a User ID and password, they should input this information. Users who need access to the system should select “Request access to this system,” which is circled below in red.



 **U.S. Department of State**
Office of Foreign Missions

Welcome to OFM E-Gov

Please enter your credentials to access the system.

User Name

Password

[Request access to this system](#)

[Photograph and Signature Card](#)

[Privacy Act Statement](#)

[Paperwork Reduction Act Statement](#)

[How are we doing?](#)

PORT COURTESY BASICS

Step 2: Once logged into the system, the user will be at the main menu page. Here the user has the option to either “Request a New Service” or “View Service Requests.”



Step 3: Typically, the user will select “Request a New Service.” If the user selected “Request a New Service,” the user will be brought to a webpage to select the type of action they wish to perform. If the user already has a transaction in process and would like to view the status of a transaction, the option to “View Service Requests” should be selected.



PORT COURTESY BASICS

Step 4: When clicking on “Courtesies of Port,” the user must then read the reminder notice which states the proper procedures and policies regarding port courtesies. Next the user must check the box below, acknowledging these procedures.

 **U.S. Department of State**
Office of Foreign Missions

Application for Courtesies of Port | Page 1 of 6 | Instructions

Attention Embassy and Mission Users

As a friendly reminder, please take notice of the following:

- Please ensure that you submit a Port of Courtesy request three business days in advance of your dignitary's arrival. If you submit a request less than 24 hours of your dignitary's arrival, please call 202-647-4074 (during business hours) or 202-997-4923 (after 5:00pm and weekends). Protocol cannot guarantee acceptance of requests made less than 24 hours. If armed security personnel will accompany your dignitary, you **must** submit your request three business days in advance.
- Port of Courtesy should be submitted before 4pm EST Monday - Thursday and before 3pm EST on Friday
- Please include all personnel traveling with your dignitary in the original port courtesy request. Please do not send separate requests.
- To make changes or amend a Port of Courtesy request previously submitted, please contact the Protocol Office - Port Courtesies Desk at 202-647-4074 (during business hours) or 202-997-4923 (after 5:00pm and weekends) and ask for your request to be "Returned to Mission" (please include the transaction ID). Please do **not** submit a new port courtesy request.
- Please note that once a Port of Courtesy request is submitted, the Protocol Office is not able to see changes or additions in the remarks section; please contact the Port Courtesies Officer at 202-647-4074 (during office hours) if you need your request returned to update.
- If your dignitary is eligible for the Airport Escort Screening Courtesies (AESC) program, please submit an Escort Screening Request which is found at <http://www.state.gov/ofm/esc/>. Send completed form to EscortScreening@state.gov three business days in advance of the anticipated departure date. Please direct questions to the Office of Foreign Missions at (202) 895-3500 x4.
- A State Department Protocol Representative is present at the airport when a current President, Prime Minister, King or Queen files into Washington Dulles and Reagan Airports, or Andrews Air Force Base.
- If you have questions or concerns regarding a Port of Courtesy request after hours, please call the Port Courtesies Duty Officer at 202-997-4923. You can also reach the Port Courtesies Duty Officer by calling the Operations Center at 202-647-1512.

Checking this box indicates acknowledgement of reminder.

Back << Cancel

Once a port courtesy request has been submitted by the foreign mission, it will be sent to the Office of the Chief of Protocol for review. This will be indicated as *Submitted* on the form. There are three types of responses to a port courtesy request: *Accepted*, *Returned to Mission*, and *Rejected*. *Accepted* indicates the Protocol Office has processed the request and sent the application to the corresponding port and U.S. government agencies. *Returned to Mission* indicates there is an issue with the request. At this point, the foreign mission should review the remarks section for questions or concerns make the necessary changes and resubmit. *Rejected* indicates the port courtesy is not valid.

REQUIRED DOCUMENTATION

PASSPORT NUMBERS

A passport number is the number designated on a passport. This government-issued travel document number refers to the identity and nationality of its holder for the purpose of international travel. To locate the number on the passport, check on the top right hand corner of the page and search for the title "Passport Number" and below this title you will find the passport number. The passport number is also typically located on the bottom line of the passport. Please note, each country is different and the location of the passport number may vary.



US-VISIT EXEMPTIONS

The vast majority of travelers must be fingerprinted and photographed before admittance into the United States; this program is called the U.S. Visitor and Immigrant Status Indicator Technology (US –VISIT). The US-VISIT phase begins with US-VISIT Entry, when the visa holder arrives at the Port of Entry (POE).

The following visa classes are **EXEMPT** from screening:

| <u>A Visas</u> | <u>C Visas</u> | <u>G Visas</u> | <u>NATO Visas</u> |
|----------------|----------------|----------------|-------------------|
| A-1 | C-3 | G-1 | NATO-1 |
| A-2 | | G-2 | NATO-2 |
| | | G-3 | NATO-3 |
| | | G-4 | NATO-4 |
| | | | NATO-5 |
| | | | NATO-6 |

Please note, applicants in the A-3, G-5, and NATO-7 domestic employee categories, and C-3 applicants who are servants, attendants, or personal employees of accredited officials, are subject to POE processing requirements.

Travelers who do not hold an exempted visa class but **ARE** part of an official delegation's consolidated motorcade traveling from the arrival airport may be eligible for a US-VISIT exemption. Exceptions require approval by the Deputy Assistant Secretary of State for Visa Services. Only those persons (not traveling on exempted visas) who are going directly from the arrival airport with the official delegation of a foreign government or international organization to a single location to cover/attend a meeting or press conference may be considered for

REQUIRED DOCUMENTATION

exemption. These security/logistical concerns for consolidated motorcades are the only basis for an exemption.

If an exemption is requested, the foreign mission should send a Diplomatic Note to the responsible State Department Desk Officer a minimum of three business days in advance of the arrival date. **The Diplomatic Note from the corresponding foreign mission requesting for a US-VISIT exemption should provide the following information for all pertinent travelers, including accurate biographical data (full name, date of birth, passport number, visa foil number), current flight itinerary, full travel schedule in the USA, and a thorough justification for a US-VISIT exemption request.** The State Department Desk Officer will then coordinate with the Bureau of Consular Affairs to arrange for a possible exemption providing the justification qualifies. Requests made with **LESS** than three business days' notice may not be honored.

VISA WAIVER PROGRAM

The Visa Waiver Program (VWP) allows citizens of participating countries (see chart below) to travel to the United States without a visa for stays of 90 days or less. Requirements for the VWP are outlined below. Travelers must be eligible to use the VWP and have a valid [Electronic System for Travel Authorization \(ESTA\)](#) approval prior to travel.

The visa waiver program is **NOT** applicable to persons traveling on diplomatic passports or private aircrafts.

The following 38 countries are Visa Waiver Program participants:

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

ELECTRONIC SYSTEM FOR TRAVEL AUTHORIZATION (ESTA)

The Electronic System for Travel Authorization (ESTA) is an automated system that assists in determining eligibility for travel to the United States under the Visa Waiver Program (VWP). The ESTA application collects biographic information and answers to VWP eligibility questions. ESTA applications may be submitted at any time prior to travel, though it is recommended that travelers apply as soon as they begin preparing travel plans or prior to purchasing airline tickets. Travelers with more than one passport must have an approved ESTA for the passport they plan to use for travel. In most cases ESTA provides an almost immediate determination of eligibility for travel under the VWP.

REQUIRED DOCUMENTATION

There are three types of responses to an ESTA application: *Authorization Approved*, *Authorization Pending*, and *Travel Not Authorized*.

1. Applicants who receive an *Approval* are authorized to travel to the United States under the VWP.
2. Applicants who receive an *Authorization Pending* response will need to check the website for updates within 72 hours to receive a final response.
3. Applicants whose ESTA applications are *Not Authorized* will be referred to the travel information website for information on how to apply for a visa to travel to the United States.

Each approved ESTA application generally is valid for two years and allows for multiple visits to the United States within that period without having to reapply for ESTA approval. Travelers whose passports will expire in less than two years will receive an ESTA approval valid until the passport's expiration date.

The Department of Homeland Security recommends travelers print out the ESTA application response as a record of their ESTA application number and to confirm their ESTA status. Travelers should take this paper with them when traveling.

*ESTA authorizations/visa **cannot** be used in Diplomatic passports. ESTA authorizations are **ONLY** valid for use on **commercial flights**. Individuals flying on a private aircraft will need to obtain a visa from the U.S. Embassy in the host country.*

If you have questions or concerns regarding ESTA, contact the CBP Info Center at 202-325-8000 or 1-877-227-5511. You may also visit <https://esta.cbp.dhs.gov/esta/> for additional information.

DIPLOMATIC OVERFLIGHT CLEARANCE

Foreign missions seeking diplomatic clearance for State (government) aircraft only, to fly over U.S. territorial airspace or land in the United States must obtain a Diplomatic Clearance Number (DCN) in advance of departure from the Bureau of Political Military Affairs - Office of International Security Operations (PM/ISO) at the Department of State. The DCN authorizes the aircraft to fly over or land in the United States or its territories — to include Freely Associated States of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia — in accordance with the approved itinerary.

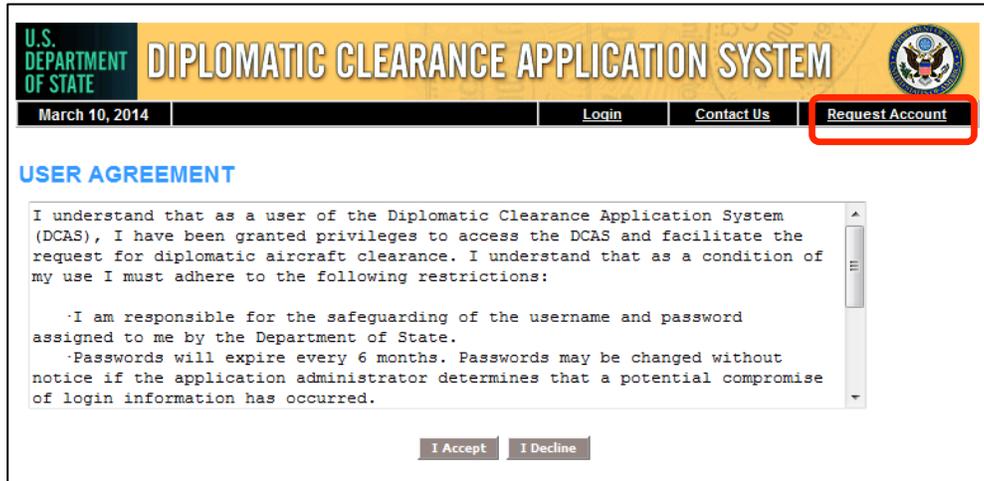
For overflight and landing clearance authorization, foreign governments must submit a formal request to the host nation government and also to the U.S. Embassy in the corresponding country. Each request must be submitted a minimum of three business-days in advance of the aircraft entering airspace.

To obtain diplomatic clearance, foreign governments must submit information to PM/ISO via the web-based Diplomatic Clearance Application System (DCAS). Once the Diplomatic Clearance Officer verifies all the necessary data is provided and the diplomatic clearance is appropriate, the application is updated on DCAS. The automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.

REQUIRED DOCUMENTATION

Each foreign mission must submit diplomatic clearance requests via DCAS <https://dcas.state.gov> a minimum of three business-days in advance of the aircraft's initial entry into U.S. airspace. In addition, be sure to include the full itinerary. All times should be inserted as GMT or Zulu time for arrivals and departures. **Please do not use local time.** The following website is available to convert time zones to GMT or Zulu time: <http://www.timezoneconverter.com/cgi-bin/tzc.tzc>.

Each foreign mission in the United States seeking diplomatic clearance must have at least two trained DCAS operators. DCAS users obtain an account by visiting <http://dcas.state.gov>, selecting "Request Account" in the upper right-hand corner, and following the instructions.



The screenshot shows the top of the DCAS website. The header includes the U.S. Department of State logo, the title "DIPLOMATIC CLEARANCE APPLICATION SYSTEM", and a navigation menu with "Login", "Contact Us", and "Request Account" (highlighted with a red box). Below the header is a "USER AGREEMENT" section with a text area containing the following text:

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

At the bottom of the text area are two buttons: "I Accept" and "I Decline".

Follow the procedures as detailed in the Diplomatic Clearance Application System (DCAS) User Guide. The User Guide will be provided upon request from the DCAS Administrator.

ELECTRONIC ADVANCE PASSENGER INFORMATION SYSTEM (eAPIS)

Once the Department of State issues a diplomatic clearance for a private aircraft, that aircraft operating in the United States is considered a "state" aircraft. If a foreign embassy receives a diplomatic overflight clearance, it is unnecessary to file an Electronic Advance Passenger Information System (eAPIS) request. However, it is **strongly recommended** foreign embassies and missions file this electronic document for all "state" aircraft departures. Users should file their documents at <https://eapis.cbp.dhs.gov>. Should the foreign embassy/mission choose not to file an eAPIS, it is the responsibility of the foreign entity to alert CBP of crew and passenger information at the port of entry and departure port via email or fax, a minimum of three business days prior to the to the arrival of the aircraft into the United States. More information can be found at <http://www.cbp.gov/travel/travel-industry-personnel/apis2>.

REQUIRED DOCUMENTATION

PRECLEARANCE PROCESSING

U.S. Customs and Border Protection provides inspection and clearance of commercial airline passengers in some foreign countries. Preclearance inspection is essentially the same inspection an individual would undergo at a U.S. port of entry and preclearance travelers do not have to undergo a second CBP inspection upon arrival in the United States. When a dignitary is coming from a preclearance location, the port courtesy can assist with this process.

Prior to the dignitary passing through U.S. Customs and Border Protection processing, there will be additional screening by Preclearance Aviation Security Representatives. Here the individual is screened according to standard procedures of the host country. There is **no waiver** of screening at these locations.

FOREIGN MEDIA

All foreign media personnel traveling into the United States who are affiliated with the traveling delegation, including those traveling on the foreign government leader's or delegation's aircraft, must hold an "I – *International Media*" visa. This visa is the only document that properly authorizes members of the foreign media to enter into the United States for purposes of international media coverage. Members of the media must complete the biometric finger scanning and digital photography requirements.

SECTION THREE

AT THE PORT OF ENTRY

GREETERS DESIGNATED BY THE FOREIGN MISSION

For **COMMERCIAL** airline flight arrivals, all airports within the continental United States:

- A limit of **two** greeters from the embassy to greet the dignitary upon arrival.
- Greeters must be listed on the port courtesy document.
- Greeters should arrive at the corresponding airport a minimum of 30 minutes prior to the arrival of the dignitary.
- Greeters must report to the CBP office at the corresponding airport.
- Greeters will present their State Department issued diplomatic ID, their passport, or Foreign Embassy ID (a driver's license is not a valid form of ID) to the CBP officer and provide the dignitary's flight arrival information. This information must match the information that was submitted by the embassy and approved by the State Department Port Courtesy Officer.
- After confirmation, the CBP officer will hold the corresponding identification in exchange for an airport badge.
- The CBP officer will show the greeters where they greet the dignitary upon arrival.
- Typically the greet will occur once the dignitary departs the **international terminal** and proceeds into the main terminal processing area. *Please note, each airport is very different and the greeting can vary greatly.* Plane-side greets are very rare for international commercial aircrafts and must have the approval of CBP.
- If greeting at an unfamiliar airport, greeter should arrive one to two hours prior to dignitary arrival, to avoid any complications.

For **PRIVATE** aircraft airline flight arrivals:

- A maximum of **six** greeters from the embassy to greet the dignitary upon arrival.
- Time of arrival for each location should be in corresponding local time zone.
- Plane-side greets are fairly frequent.

Both greeters and the dignitary should make their way to the Customs line designated for diplomats. After the dignitary has been processed by CBP, all parties will depart the Federal Inspection Services (FIS) area and proceed through the airport. The greeters must return to the CBP office and exchange the airport badge for their ID.

- ❖ To find your way around the numerous airports throughout the United States, please see the following link:
<http://www.flightstats.com/go/AirportTerminalMaps/airportTerminalGuide.do>
- ❖ If a dignitary is traveling on a domestic flight, greeters should meet their dignitary in the baggage claim area. There is no greet prior to baggage claim, as the dignitary will not be processed through Customs.

For **PRIVATE** aircraft flight DEPARTURE:

- ◆ Depending on the policies of your ministry or aircraft operations, Foreign Embassies in the United States should coordinate with the private airport or airport handler to

AT THE PORT OF ENTRY

request a canine sweep. The management for these procedures for Chiefs of State/Heads of Government will be coordinated with U.S. Secret Service.

GREETERS FROM U.S. CUSTOMS & BORDER PROTECTION

At most smaller airports in the United States, a dignitary may be greeted at the airport arrival gate by a U.S. Customs officer. At major U.S. airports (Chicago O'Hare International Airport in Illinois, John F. Kennedy International Airport in New York City, Los Angeles International Airport in Los Angeles, Miami International Airport in Florida, Washington Dulles International Airport in Virginia, and others) a Customs official may not meet the dignitary at the airport arrival gate. If the foreign mission is not sending a greeter, the dignitary should proceed to the main terminal and enter into the Diplomatic line for processing. Port courtesies will be extended.

GREETERS FROM THE OFFICE OF THE CHIEF OF PROTOCOL

A State Department Protocol Officer is present at the airport ONLY when a current Chief of State or Head of Government arrives into Washington, DC, at Washington Dulles International Airport, Ronald Reagan National Airport, Joint Based Andrews Airport, or Union Train Station. State Department protocol officers are NOT present at the airports or train stations for the arrival of Cabinet-level ministers or members of the royal families. The exception to the rule is when a newly appointed Ambassador to the United States arrives into Washington, DC, for the first time.

AT THE PORT OF ENTRY

VIP LOUNGE AT WASHINGTON DULLES INTERNATIONAL AIRPORT

Foreign missions requesting a VIP Lounge at Washington Dulles International Airport, for an international arrival of high-ranking dignitaries including King, Queen, President, Prime Minister, Vice President, Deputy Prime Minister, former Presidents and Prime Ministers, Ambassador designates *on their initial arrival into Washington, DC*, or VIP's (identified by the State Department, U.S. Secret Service, or other federal/state agencies cabinet) must submit a Diplomatic Note a minimum of three business days in advance of the arrival date. Requests should be sent via Diplomatic Note and e-mailed to portcourtesies@state.gov informing the State Department of the request for the VIP Lounge. The following information must be included in the Diplomatic Note:

- *First, Middle, and Last names of the dignitary/ies - exactly as they are printed on the passport*
 - *Official government titles*
 - *Dates of birth dd/mm/yyyy*
 - *Correct passports for official travel (Diplomatic or Official)*
 - *Correct passport numbers*
 - *Date of arrival*
 - *Arrival flight information*
 - *Armed security (if traveling with the dignitary)- information as stated above*
 - *Companion/s (if traveling with the dignitary) - information as stated above*
 - *Point of contact information to include full name, phone numbers (desk and cellular)*
 - *Greeters information – limit of two.*
 - *Justification for the need of the VIP Lounge/Parking.*
- ❖ Please note decisions for the VIP Lounge and/or Parking are made solely by Washington Dulles Airport Operations Center in conjunction with Customs and Border Protection and the Airport Authority Police Department Special Operation Unit (PD SOU). For other airports, if available, CBP would be the best contact.

SECTION FOUR

CARGO AND EQUIPMENT

IMPORTING EQUIPMENT FOR OFFICIAL USE

When an individual or delegation is traveling into the United States without diplomatic status and is bringing with them commercial equipment or equipment not covered under their personal exemption, it is recommended that the traveling party obtain a valid ATA Carnet also known as a Merchandise Passport.

Items that should be manifested on an ATA Carnet include:

- Vehicles
- Communication and media equipment (still photography, video equipment, etc.)
- Medical equipment - *except for equipment for immediate medical use (oxygen tanks, diabetic kits, wheelchairs etc.)*
- Office equipment
- Cash, Checks, and any other monetary funds valued at more than \$10,000

It is recommended that the traveling party obtain a valid ATA Carnet or Temporary Importation Bond (TIB). The ATA Carnet also known as a Merchandise Passport is an international customs document that eases and simplifies the temporary imports to and from foreign countries. An ATA Carnet is valid for one year from the date of its issuance. The purpose of the Carnet is to allow the traveler(s) to temporarily import certain goods into the United States without having to pay an importation duty tax to CBP. Temporary Importation Bond (TIB) allows members of the media to transport equipment (tools of the trade) without incurring duty. For those unfamiliar with the process, the U.S. Department of Homeland Security (DHS) recommends hiring a broker to facilitate the process. A list of brokers may be found on the DHS website. Additional information may be found at:

http://help.cbp.gov/app/answers/detail/a_id/590/kw/tib/sno/1

Traveler(s) with monetary instruments over \$10,000 or equivalent must send a Diplomatic Note with a completed US Customs and Border Protection document [FINCEN form 105](#) to portcourtesies@state.gov. The traveler must also take a copy of these documents with them and present the Diplomatic Note and the customs declaration form to the U.S. Customs officer at the first U.S. Port of Entry.

(Please note that ATA Carnets do not exempt holders from obtaining necessary licenses or permits.)

CARGO AND EQUIPMENT

ATA CARNET DOCUMENTS

The ATA Carnet document has a green cover page that provides the *names of the carnet holder and issuing association, the carnet issue date, the carnet number, the countries in which the carnet may be used, and a complete description of the goods covered*. Two yellow sheets in the package are to be used upon exportation from and re-importation back into the issuing country. White sheets are used for the temporary importation into and re-exportation from the second or additional countries. Blue sheets are used when transiting through countries.

In order to obtain an ATA carnet, visit www.merchandisepassport.org.

For more information and detailed instructions regarding ATA Carnets, please visit www.MerchandisePassport.org to download the latest copy of their informational brochure.

For additional information, please visit www.uscib.org and <http://www.iccwbo.org/Chamber-services/Trade-Facilitation/ATA-Carnets/How-Carnets-work/>.



See below for a list of Countries and Territories where ATA Carnets are accepted:

| | | | | |
|--------------------|-------------|---------------|---------------|---------------------|
| Albania | Cyprus | Ivory Coast | Monaco | Slovenia |
| Algeria | Czech Rep. | Japan | Mongolia | South Africa |
| Andorra | Denmark | Jersey | Montenegro | Spain |
| Antarctica | Estonia | Korea | Morocco | Sri Lanka |
| Australia | Finland | Latvia | Namibia | St. Barthelme |
| Austria | France | Lebanon | Netherlands | St. Martin (French) |
| Balearic Is. | French | Lesotho | New Caledonia | St. Pierre |
| Belarus | Guiana | Liechtenstein | New Zealand | Swaziland |
| Belgium | Germany | Lithuania | Norway | Sweden |
| Bora Bora | Gibraltar | Luxembourg | Pakistan | Switzerland |
| Bosnia-Herzegovina | Greece | Macao | Portugal | Tahiti |
| Botswana | Guadeloupe | Macedonia | Puerto Rico | Taiwan |
| Brazil | Guernsey | Madagascar | Qatar | Tasmania |
| Bulgaria | Hong | Malaysia | Reunion Is. | Thailand |
| Canada | Kong | Malta | Romania | Tunisia |
| Canary Is. | Hungary | Martinique | Russia | Turkey |
| Ceuta | Iceland | Mauritius | Saudi Arabia | Ukraine |
| Chile | India | Mayotte | Seychelles | United Arab |
| China | Ireland | Melilla | Senegal | Emirates |
| Corsica | Isle of Man | Mexico | Serbia | United Kingdom |
| Croatia | Israel | Miquelon | Singapore | United States |
| Curacao | Italy | Moldova | Slovakia | Wallis & Futuna |

For those countries that are not members to the ATA Carnet conventions, the only other option is the Temporary Importation Bond (TIB). The U.S. Department of Homeland Security (DHS) recommends hiring a customs broker to facilitate the process of importing goods at the first port of entry.

SECTION FIVE

WEAPONS AND DIPLOMATIC PROTECTION

FOREIGN SECURITY OFFICERS TRAVELING WITH WEAPONS

When a security officer is traveling into the United States with a weapon, it is critical for this information to be listed in the port courtesy and accurate. Foreign missions must include the following information:

- *Security officer's First, Middle, and Last names*
- *Rank*
- *Service*
- *Passport number*
 - o *Passport date issued and expires*
- *Visa*
 - o *Visa foil number*
 - o *Visa type*
- *Weapon type*
- *Weapon serial number*
- *Weapon caliber*
- *Number of rounds of ammunition.*

This information must be submitted **a minimum of three business days in advance of the arrival date**. The request and information will be directed to Diplomatic Security or the United States Secret Service (if a USSS protectee) as they must submit required documentation to various law enforcement agencies.

Security officers traveling on commercial aircraft must be compliant with the corresponding airline security and weapon procedures ensuring the weapon is properly unloaded and stored. **If a security officer enters the United States with a weapon and Diplomatic Security or United States Secret Service are not properly notified, the security officer may be detained at the airport by CBP and may have their weapon detained by law enforcement officials.**

Security officers are only allowed to bring weapons into the United States when they are traveling with their respective protectee (VIP) and their traveling parties. Advance teams are **NOT** allowed to bring weapons into the United States.

UNITED STATES SECRET SERVICE SECURITY DETAIL

The United States Secret Service (USSS) is a federal law enforcement agency that is part of the U.S. Department of Homeland Security. USSS is charged with protecting visiting **heads of foreign states or governments (including ruling monarchs) and their spouses traveling with them**. If a foreign mission requests USSS protection, the mission must include this request in their port courtesy. In addition, the security office at the corresponding embassy must contact USSS directly. USSS will work in conjunction with the foreign mission, Park, State, and Local Police, and will provide armed security movements.

WEAPONS AND DIPLOMATIC PROTECTION

DIPLOMATIC SECURITY DETAIL

The Bureau of Diplomatic Security (DS) is the security and law enforcement arm of the U.S. Department of State. Diplomatic Security personnel protect high-ranking foreign dignitaries and officials visiting the United States. **Diplomatic protection is provided on a case-by-case basis and determined by a Diplomatic Security threat analysis.** If approved Diplomatic Security will work in conjunction with the foreign mission, Park, State, and Local Police, and will provide armed security movements.

If a Foreign mission requests Diplomatic Security protection for a high-ranking dignitary, the mission must include this request in their port courtesy. In addition, the corresponding mission must send a Diplomatic Note to DSPL@state.gov and portcourtesies@state.gov that includes the following information:

- *First, Middle, and Last names*
- *Official government title*
- *Country of citizenship*
- *Dates of birth – dd/mm/yyyy*
- *Country of birth*
- *Passport numbers*
 - o *Passport date issued and expires*
- *Visa*
 - o *Visa foil numbers*
 - o *Visa type*
- *Complete itinerary in the United States*
- *Justification for Diplomatic Protection*

Protection is not automatically provided, regardless of the port courtesy or diplomatic note. In addition, the security office at the corresponding embassy should be in direct contact with Diplomatic Security at the Department of State.

SECTION SIX

AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE

The Office of Foreign Missions (OFM) operates the Airport Escort Screening Courtesies Program (AESC) which is **completely separate** from the port courtesy program. AESC are only assigned to - to Cabinet-level or above officials - a Department of State escort officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States. Airport Escort Screening courtesies are provided for domestic departure/transit flights and international departure flights. The dignitary's spouse and children under the age of twelve years may also receive services under this program but only when accompanying the dignitary. All other accompanying individuals receive customary screening. An Airport Escort Officer will contact the POC listed on the form, at least 24 hours prior to the schedule departure.

Officials who are escorted by the United States Secret Service (USSS), Department of State, Diplomatic Security (DS), or other recognized U.S. government official protective detail, do **NOT** need AESC services.

* This service is offered at certain commercial airports in the United States; a complete list can be found at <http://www.state.gov/ofm/esc/airports/index.htm>.

In order to make the necessary logistical arrangements, the Office of Foreign Missions must receive a completed Form DS-4138 a minimum of three business days (Monday through Friday, excluding U.S. holidays and weekends) prior to the first departure from an airport in the United States. Users must send a completed form to escortscreening@state.gov. The sender will receive an automatic response acknowledging receipt. If no automatic response is received, please call (202) 895-3500 ext. 4. Requests submitted on weekends or U.S. holidays will be processed the following business day.

To request services, the foreign missions are required to submit a completed Form DS-4138, request for Airport Escort Screening Courtesies, to the Office of Foreign Missions. Detailed instructions on filling out the form can be found on the Office of Foreign Missions' website at <http://www.state.gov/ofm/esc/request/index.htm>. Form DS-4138 should be downloaded and saved on the mission's computer as it is not possible to send it from the website. Once completed, print, scan, and send the attachment to escortscreening@state.gov.

- **UN Missions** in New York must also send a copy of their request to airportescorts@state.gov.

AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE

To facilitate the review of a request:

1. List the surname or family name in CAPITAL letters using the spelling on the individual's visa.
2. Name a point of contact (POC) who is available at all times prior to the dignitary's departure and can provide direct contact information, to include afterhours phone number.
3. Complete and submit a separate request for each person for whom screening courtesies is sought, even if the itinerary is the same as the principle traveler.
4. List the names of people accompanying the dignitary in the email -- even though they are not entitled to screening courtesies.

HOW TO SUBMIT AN ESCORT SCREENING REQUEST

Step 1: Foreign missions can access the Escort Screening Form by going to:

<http://www.state.gov/ofm/esc/>



The screenshot shows the U.S. Department of State website. The header includes the Department of State logo and the text "U.S. DEPARTMENT OF STATE DIPLOMACY IN ACTION". Below the header is a navigation menu with links for SECRETARY KERRY, MEDIA CENTER, BLOG, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and MySTATEDEPARTMENT. A search bar is located in the top right corner. The main content area is titled "Airport Escort Screening Courtesies" and includes a sidebar with a list of links. The first link, "Requests for Airport Escort Screening Courtesies", is circled in red. The main content area contains text describing the program and a photo of an airplane.

Step 2: Click on the **blue** hyperlinks; here they are circled in **red**.

AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE

The screenshot shows the U.S. Department of State website. The main heading is "U.S. DEPARTMENT OF STATE" with the tagline "DIPLOMACY IN ACTION". The page is titled "Requests for Airport Escort Screening Courtesies". A red box highlights the "AESC Request Form" link. Below this, there are instructions for the form and a list of authorized foreign missions:

- Embassies
- Missions to the Organization of American States
- Organization of American States (Secretariat)
- Missions to the United Nations
- United Nations (Secretariat)

Requests are not accepted from consular posts or international organizations not listed above.

Step 3: Next, complete the fillable PDF document.

The screenshot shows a fillable PDF form titled "REQUEST FOR ESCORT SCREENING COURTESIES" from the U.S. Department of State. The form includes the following fields:

- Date of Request (month/day/year, Example: January 30, 2004)
- Passport Nationality
- Passport Number
- Full Name of Traveler
- Official Title
- Date of Birth (month/day/year, Example: January 30, 2004)
- Country of Birth
- City of Birth
- Point of Contact**

Processing and coordination require that submissions be made at least three (3) business days prior to initial departure date. Please e-mail completed forms to ESCORTSCREENING@STATE.GOV. Please direct questions to OFM at 202-895-3500, Option 4.

Once completed, please print, scan, and email the DS-4138 form to escortscreening@state.gov.

AIRPORT ESCORT SCREENING COURTESIES ON DEPARTURE

EXPEDITED SCREENING AMBASSADORS ASSIGNED TO THE UNITED STATES

- For Ambassador's departing from Washington Dulles International Airport, foreign missions should e-mail TSA directly at IAD.VIP@tsa.dhs.gov.
- For Ambassador's departing from Washington Ronald Reagan National Airport, foreign missions should e-mail TSA directly at TSA.TPO@tsa.dhs.gov.
- Please be sure to include the following information:
 - Full name of the Ambassador*
 - Passport Number*
 - Visa Foil Number*
 - Travel dates with full flight itinerary*
 - Point of contact with direct contact information to include afterhours phone number*

* Please note, the Ambassador will **NOT** be assigned an escort officer.

SECTION SEVEN

ADDITIONAL GUIDANCE

REQUESTING RADIO FREQUENCIES

Foreign missions requesting radio frequencies to support high-level visits (Chiefs of State/Heads of Government, Former Heads of Government, Ministers, etc.) should submit their requests a minimum of three business days in advance of the arrival date. A Diplomatic Note or Official Letter can be sent to OFMTravelServices@state.gov. Be sure to include as much information as possible. Please note that items 1-4 are required:

1. Name and title of visiting official
2. Itinerary of visiting official, including dates of visit for each location visited
3. Preferred frequency/ies and alternate frequencies, if those requested are not available
4. Embassy point of contact (name, title, phone, mobile, email, etc.)
5. Frequency operating range of equipment and any tuning limitations
6. Required frequency separation (in MHz) for duplex or repeater operation
7. Type of equipment and the number of units of equipment (example, 10 mobiles, 15 portables, two base stations, and three repeaters)
8. Transmit power output level of each type of equipment (if not known, please provide approximate level of watts for each type of equipment)
9. System configuration (example, simplex, half duplex, repeater, or full duplex)
10. For half duplex (repeater) or duplex, list specific transmit and receive frequencies needed for each type of equipment
11. Emission designator which includes bandwidth and emission classification (example (bandwidth): 8 kHz, 11 kHz, 16 kHz, 25 kHz, 50 kHz, etc.; (classification of emission): voice, data, or other)
12. When applicable: location of base or repeater stations and antennas, including name of hotel and floor number
13. Estimated geographic service area for portable and mobile units (example: 5 mile radius of Chase Tower, Chicago, IL; 10 mile radius of LAX airport, CA)

ADDITIONAL GUIDANCE

ADDITIONAL GUIDANCE

REMINDERS AND TIPS

- All documents (Port Courtesies, US-Visit Exemption, Diplomatic Overflight Clearance, request for Radio frequencies, request for Diplomatic Security Protection, request for VIP Lounge at Washington Dulles Airport, and Airport Escort Screening requests, etc.) should be submitted **a minimum of three business days in advance.**
- To make changes or amend a port courtesy request previously submitted, please contact the Protocol Office - Port Courtesies desk at 202-647-4074 from 8:00 a.m. – 5:00 p.m. or 202-997-4923 (after 5:00 p.m. and weekends only) and ask for your request to be “Returned to Mission” (please include the transaction ID). Please do **NOT** submit a new port courtesy request.
- The “Remarks Section” is for communication purposes ONLY between Protocol and the Foreign Mission. Any information in this section is **not** sent to CBP, DS, USSS, etc.
- Please note that once a port courtesy request is processed, the Protocol Office is unable to see changes or additions in the remarks section; please contact the Port Courtesy Officer at 202-647-4074 (during office hours) or 202-997-4923 (afterhours only) if you need your request returned to update.
- For private aircraft arrivals, please include the private airport destination – fixed based operation (FBO), where the aircraft will be stationed/parked (for example, Landmark or Signature airport).
- The port courtesy request should reflect the corresponding **local time zone** of arrival and departure time.
- Be sure to submit your Diplomatic Overflight Clearance Request for private aircrafts. **All times should be inserted as GMT or Zulu time for arrivals and departures.**
- Arrival and departure times in the port courtesy request should be inputted using the 24-hour clock.
- If an airport is not listed in the drop down menu of E-GOV please select “OTHER” and type in the corresponding airport.
- Do **NOT** list Armed Security Officers information in the companion section.
- Be sure companions and security officers are only listed once in the port courtesy.
- Please do not input titles, such as Mr., Dr., or H.H., in the port courtesy or Airport Escort Screening requests.
- If possible, group passengers together in one port courtesy. If more than one dignitary is on the same flight, no need to submit separate port courtesies for different ministers on the same flight.
- In the POC section of the port courtesy and airport escort screening request, be sure to list direct contact number + extension and after hour’s number. Do not list the main embassy contact number.
- We have updated the dropdown menu for titles; please review the extend option list. If the correct title is not listed in the drop down menu, select “Other” and then type the corresponding title.
- Do not use the title “Spouse.” Select “Other” and type, “Spouse of Ambassador,” “Spouse of Foreign Minister,” “Spouse of Vice President,” “Spouse of President,” etc.
- The following individuals should be included in the companion section: family members (spouse, children, etc.) staff (advisors, secretary), domestic staff, doctors, etc.

ADDITIONAL GUIDANCE

- Typically, all port courtesies are processed by the end of each business day or the morning of the following business day.
- A State Department Protocol Representative is present at the airport **ONLY** when a current President, Prime Minister, King, or Queen arrives into Washington Dulles International Airport, Ronald Reagan National Airport, Joint Base Andrews, or Union train station in Washington, DC.

ADDITIONAL GUIDANCE

CONTACT INFORMATION

| POINT OF CONTACT | PHONE NUMBERS | E-MAIL |
|--|--|--|
| Office of the Chief of Protocol Port Courtesies | Office: 202-647-4074 Cell: 202-997-4923 Fax: 202- 647-4080 | Portcourtesies@state.gov |
| Department of State Operations Center | Office: 202-647-1512 | |
| Diplomatic Overflight Clearance Rodney Bethea | Office: 202-736-7158 Cell: 202-549-7148 | BetheaRD@state.gov |
| Office of Foreign Missions Airport Escort Screening | Office: 202-895-3500 ext. 4 | EscortScreening@state.gov |
| U.S. Secret Service | Office: 202-406-7650 | dpd.ops@uss.dhs.gov |
| Office of Foreign Missions E-GOV Helpdesk | 202-895-3564 | OFMHelpDesk@state.gov |
| Diplomatic Security Protective Liaison Division | Office: 202-895-3600 | DSPL@state.gov |
| Diplomatic Security Command Center | Office: 571-345-3146 | |
| Andrews Air Force Base John Polhemus | Office: 301-981-4526 | John.Polhemus@AFNCR.AF.MIL |

