



ARRIVAL/DEPARTURE  
BRIEFING FOR THE  
63<sup>rd</sup> UNGA

**AUGUST 20, 2008**

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**U.S. MISSION TO THE UNITED NATIONS  
U.S. OFFICE OF THE CHIEF OF PROTOCOL  
U.S. OFFICE OF FOREIGN MISSIONS**

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**MISSION TO THE UNITED NATIONS  
U.S. Offices of Protocol and Foreign Missions  
ARRIVAL / DEPARTURE BRIEFING FOR THE 63<sup>rd</sup> UNGA  
August 20<sup>th</sup>, 2008**

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**RESOURCES**

**U.S. MISSION**

Mr. Thomas J. Buda  
--Port Courtesies (Arrivals)  
--Diplomatic Flights/Over Flights

**PHONE**

212-415-4407

**FAX**

212-415-4162

**E-Mail**

**budat@state.gov**

Ms. Yvette Brown  
--Escort Screening (Departures)

212-415-4407

212-415-4162

After Hours Telephone

212-415-4444

**U.S. DEPARTMENT OF STATE**

Mr. Rodney Bethea  
--Diplomatic Flights/Over Flight  
Clearances

202-736-7158

202-647-4055

Mrs. Jessie Johnson  
--Port Courtesies (Arrivals)

202-647-4074

202-647-0722

Mr. Nouri Larbi  
--Escort Screening Courtesies  
(Departures)

202-736-4311

202-647-0103

**E-Mail**

**LarbiN@state.gov**

Department of State  
Operations Center (24/7)

202-647-1512

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**BRIEFING SCHEDULE**

11:00 AM	Welcome and Overview of the Arrival and Departure Process and Requesting Expedited Port Courtesies (Airport Arrivals)
11:20 AM	Diplomatic Over Flight & Landing Clearances
12:00 PM	The Escort Screening Courtesies Program Transportation Security Administration (Airport Departures)
12:15 AM	Questions and Answers
12:55 PM	Introduction of Other Agency Officers and Conclusion

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**Agents from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.**

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**IMPORTANT NOTE**

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES OR MISSIONS DIRECTLY WITH THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.

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Circular Diplomatic Note of  
July 23, 2008 Regarding U.S.  
Visas

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**DIPLOMATIC NOTE**

**“VISAS”**

July 23, 2008

HC-69-08

The United States Mission to the United Nations presents its compliments to the Permanent Missions and Permanent Observer Offices to the United Nations and has the honor to inform them of the necessity to submit applications for visas for the 63rd United Nations General Assembly, at the very earliest opportunity.

The United States Mission and United States Embassies and Consulates abroad are mindful of the obligation under the United Nations Headquarters Agreement to provide visas for representative of members to the United Nations promptly. In accordance with the provisions of the Headquarters Agreement, visas have generally been provided within 15 working days of the date of application. Current security circumstances, however, are such that additional time may be required for the processing of certain visas.

The United States will make every effort to ensure that there is no undue delay in the processing of visas for representatives of members to attend the 63rd United Nations General Assembly. However, in order to preclude delayed entry into the United States, Permanent Missions and Permanent Observer Offices are asked to cooperate fully with the request to submit applications at the very earliest opportunity and to allow more time than in the past for the visa to be adjudicated.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Permanent Observer Offices to the United Nations the assurances of its highest consideration.

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**Department Of State**

**Foreign Flight Operations**  
*Office of International Security*  
2201 C Street, NW  
PM/ISO, Room 2422  
Washington, D.C. 20520-6817

**Diplomatic Over Flight & Landing Clearances**

**Mr. Rodney Bethea, Action Officer**  
Diplomatic Clearances

**E-Mail Address:**

[BetheaRD@state.gov](mailto:BetheaRD@state.gov)

**Telephone:**

**(202) 736-7158**

**Cellular Phone:**

**(202) 369-6532**

**Fax Number**

**(202) 647-4055**



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**DIPLOMATIC AIRCRAFT CLEARANCE PROCESS**

All foreign government flights involving military, government, or state owned aircraft or aircraft chartered to carry a VIP must have a diplomatic clearance number (DCN) issued in advance by the U.S. Department of State. The DCN authorizes the aircraft to transit, fly over, or land in the United States and/or its territories, including all civilian and military airports. These procedures do not apply to VIPs arriving on commercial aircraft.

All diplomatic aircraft requests must be submitted at least 72 working hours (Monday – Friday) before intended use. For example, to clear an aircraft planning to depart overseas and arrive at JFK Airport at 1400Z on September 15, 2008 (Monday), the foreign embassy/mission must submit a detailed application no later than 1400Z on September 10, 2008 (the previous Wednesday). Requests to amend clearances must also meet the three-working-day advance timeline. The Department of State's Bureau of Political-Military Affairs, Office of International Security Operations (PM/ISO), processes all requests and issues diplomatic clearance numbers.

The primary method to submit a diplomatic aircraft clearance request is via the Diplomatic Clearance Application System (DCAS), which is a web-based tool found on the internet. The U.S. Department of State launched DCAS in 2006, and with more than two years of operational success, DCAS is the preferred method of operation.

There are 118 foreign missions in Washington, D.C. that currently have DCAS accounts and most use the system routinely. Accordingly, the Department of State recommends that Permanent Missions to the UN coordinate to have their embassy in Washington, D.C. submit UNGA-related diplomatic aircraft clearance requests electronically. Upon review by the PM/ISO DCAS Administrator, the embassy DCAS operator will receive an automated clearance approval which can be forwarded via e-mail or fax to the Permanent Mission point of contact. Amendments to clearances will be handled the same way. This process is timely, efficient, and provides ready accessible data. The DCAS Administrator will provide consolidated reports to the United States Mission to the United Nations.

Particularly for Permanent Missions that do not have an embassy in Washington, D.C. and for countries that do not have a DCAS account due to a low volume of flights, the United States Mission and/or the Department of State will accept diplomatic aircraft clearance requests via fax.



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The DCAS web page is: <https://dcas.state.gov>. To submit an application, users must have a username and an active password. The username is a specific e-mail address (no sharing of an account permitted) and passwords are assigned by PM/ISO. New users will be prompted to change the password after the first login to the system. For help with forgotten or expired passwords, please contact the DCAS Administrator at 202-736-7158 for re-setting the password.

It is very important to note that aircraft may not park at LaGuardia, John F. Kennedy, or Newark International, and Teterboro Airports for more than three hours, and no overnight parking is authorized. There is no exception to this rule which is enforced by the Port Authority of New York and New Jersey.

For onward parking locations, the United States Air Force (USAF) will provide slots on a space-available basis. This is first-come-first served, so please submit clearances early. Historically, the two most popular locations have been at McGuire and Dover Air Force Bases; parking is not authorized at Andrews Air Force Base. The Directorate of Operations for the U.S. Air Force coordinates parking availability based upon the itinerary as requested in DCAS. When the itinerary is approved, Operations inserts an Aircraft Landing Authorization Number (ALAN) and a Prior Permission Request (PPR) number into the DCAS application. PM/ISO and U.S. Air Force personnel will advise Embassy and Permanent Mission points of contact that experience difficulty locating an overnight parking facility.

A document is attached showing the data fields required to be submitted electronically for a DCAS application. Additionally, a form to submit applications via fax is provided for embassies/missions unable to submit electronically. A brief explanation of some critical data that needs to be submitted includes:

- Applicant and Alternate Contact Information; include UN Mission point of contact.
- State the name and title/position of any VIP on board the aircraft. For these purposes, a VIP is defined as a Cabinet Minister or 3-star General/Flag Officer, and above.
- For “purpose” of flight, ensure “UNGA” is clearly stated.

- Any country wishing to land aircraft at a U.S. military facility will be assigned a Landing Authorization Number from the U.S. Air Force, U.S. Navy, or U.S. Army. Embassy DCAS operators are familiar with this process.
  - Make and Model of the type of aircraft (be specific).
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- Call Sign for the aircraft (Must not exceed 7 characters, letters and numbers).
- Tail Number for the aircraft.
- Pilot's Name, Crew, Weapons, and Passengers: Enter the name of the pilot, the number of crew, and the number of passengers. Regarding armed crew or VIP protection, list the type, amount, and serial number of all weapons onboard.
- Date/Time/Location of Arrival in the U.S. Enter the date, time, and location for the airplane's first arrival destination at a U.S. airfield. All times are required to be in UTC/ZULU time and dates must be in the MM/DD/YYYY format. Airports must be identified using the official ICAO Code (4 letters).
- Date/Time/Location of Next Movement. Enter the date, time, and location to describe the aircraft's movement from a New York City area airport to another destination. This is a critical planning process since aircraft must depart all of the New York City area airports within three (3) hours of arrival, and overnight parking is not permitted at the New York City area airports.
- Date/Time/Location of all Subsequent Aircraft Movements, including the itinerary to pick-up UNGA VIPs in New York.
- Date/Time/Location of Departure from the U.S., and the aircraft's first destination outside the U.S.
- Type of Cargo: Describe the type of cargo the aircraft is carrying; if the cargo is hazardous, identify it by HAZMAT classification.
- Comments Section: This is a free-text area to add or explain relevant information.

Detailed information with instructions and forms can be found on the Foreign Clearance Guide web page at: [www.useg.org](http://www.useg.org).

The Federal Aviation Administration (FAA) informs that all countries must understand and comply with the following Notices to Airmen (NOTAM) when operating in the United States:

FDC NOTAM 6/7435 To, From, or Overfly of United States Territorial Airspace  
(<http://web.nbaa.org/public/ops/airspace/restrictions/2006/200608237435.php#full>)

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FDC NOTAM 3/1862 Stadium Over flight  
([http://resources.faa.mil/10ops/FDC NOTAM 3-1862 \(Stadiums\).html](http://resources.faa.mil/10ops/FDC%20NOTAM%203-1862%20(Stadiums).html))

FDC NOTAMS 4/4386 and 4/0811 Intercept Procedures/ Over flight of Nuclear Power Plants  
([http://resources.faa.mil/10ops/FDC NOTAMS 4-4386 and 4-0811.html](http://resources.faa.mil/10ops/FDC%20NOTAMS%204-4386%20and%204-0811.html))

KZDC NOTAM 7/0204 Flight Restrictions Washington, D.C. (Effective 08-30-07)  
([http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications/ifim/us\\_restrictions/fdc\\_notams/70204/](http://www.faa.gov/airports_airtraffic/air_traffic/publications/ifim/us_restrictions/fdc_notams/70204/))

KZDC NOTAM 7/0206  
([http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications/ifim/us\\_restrictions/fdc\\_notams/7\\_0206/](http://www.faa.gov/airports_airtraffic/air_traffic/publications/ifim/us_restrictions/fdc_notams/7_0206/))

KZDC NOTAM 7/0211 Flight Restrictions Washington, D.C. (Effective 08-30-07)  
([http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications/ifim/us\\_restrictions/fdc\\_notams/7\\_0211/](http://www.faa.gov/airports_airtraffic/air_traffic/publications/ifim/us_restrictions/fdc_notams/7_0211/))

PAZA NOTAMS A0229/07 and A0230/07 Westbound Russian Tracks via Anchorage Center Airspace  
([http://www.faa.gov/airports\\_airtraffic/air\\_traffic/publications/ifim/us\\_restrictions/fdc\\_notams/A0229\\_07-A0230\\_07/](http://www.faa.gov/airports_airtraffic/air_traffic/publications/ifim/us_restrictions/fdc_notams/A0229_07-A0230_07/))

In addition, selected countries require special routing by the FAA. The PM/ISO DCAS Administrator will verify that the submitter and the FAA have coordinated, as necessary.

For diplomatic aircraft clearance assistance for the 63rd UNGA, embassy or mission submitters should contact Mr. Rodney Bethea at 202-736-7158 or at [BetheaRD@state.gov](mailto:BetheaRD@state.gov)

**SAMPLE INTERNET APPLICATION**  
**DO NOT USE FOR SUBMISSION**



**APPLICATION INFORMATION**

<b>DCN:</b>	
<b>Status:</b>	
<b>Date Submitted:</b>	
<b>Created By:</b>	
<b>Last Modified:</b>	
<b>Updated By:</b>	

**CONTACT INFORMATION**

<b>Name:</b>	
<b>Organization:</b>	
<b>Title/Position:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Alternative Telephone:</b>	
<b>Fax:</b>	
<b>E-mail:</b>	
<b>Alternative E-mail:</b>	

**FLIGHT**

<b>VIP Names:</b>	
<b>Purpose:</b>	
<b>Comments:</b>	

**MILITARY LANDING AUTHORIZATION NUMBER**

<b>ALAN/ NALAN/ AALAN:</b>	
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**PRIOR PERMISSION REQUEST (PPR)**

**Country**  
**Airport**  
**Arrival**  
**Departure**  
**PPR**

There is no itinerary for this application.

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**AIRCRAFT**

There are no aircraft for this application
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<b>ITINERARY</b>

**Country**  
**Airport**  
**Airport Code**  
**Arrival**  
**Departure**



There is no itinerary for this application.

### HAZMAT

**Description**  
**UN Code**  
**Classification**  
**Measure/Weight**

There are no HAZMAT for this application.

### WEAPONS

**Pe**  
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**REQUEST FOR DIPLOMATIC AIRCRAFT CLEARANCE**

For non-DCAS users, submit the following information to  
PM/ISO, ATTN.: RODNEY BETHEA,  
Voice (202) 736-7158 FAX # (202) 647-4055

1. COUNTRY \_\_\_\_\_

2. ACFT\*(MAKE/MODEL) \_\_\_\_\_

3. CALL SIGN \_\_\_\_\_

4. ACFT TAIL# \_\_\_\_\_

5. 1<sup>ST</sup> PARKING AIRPORT \_\_\_\_\_

6. DATE OF ARRIVAL IN U.S. \_\_\_\_\_ TIME \_\_\_\_\_

7. DATE OF DEPARTURE FROM U.S. \_\_\_\_\_ TIME \_\_\_\_\_

8. PILOT'S NAME \_\_\_\_\_ NUMBER OF CREW \_\_\_\_\_

WEAPONS (TYPE, SERIAL #'s) \_\_\_\_\_ NUMBER OF PASSENGERS \_\_\_\_\_

WEAPONS (TYPE, SERIAL #'S) \_\_\_\_\_

9. TYPE OF CARGO (IF HAZMAT, CLASSIFICATION TYPE) \_\_\_\_\_

10. PURPOSE OF FLIGHT: \_\_\_\_\_

11. FOR VIP, NAME OF PERSON/POSITION: \_\_\_\_\_

12. EN ROUTE DATA: \_\_\_\_\_

PLACE/AIRPORT	ARRIVAL DATE	ETA	DEPARTURE DATE	ETD


13. EMBASSY/MISSION CONTACT: \_\_\_\_\_

13A. TELEPHONE: \_\_\_\_\_ 13B. FAX: \_\_\_\_\_

14. ALAN/NALAN/AALAN \_\_\_\_\_

**Department of State USE ONLY**

ENTRY # \_\_\_\_\_ DCN# \_\_\_\_\_ APPROVED: YES/NO

DATE REQUEST RECEIVED \_\_\_\_\_ VIOLATION: YES/NO



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**"REQUESTING EXPEDITED PORT COURTESIES" (ARRIVALS)**

U.S. Department of State  
 Office of the Chief of Protocol

The proper procedures and guidelines for requesting "expedited port clearance" for high ranking foreign government officials and distinguished foreign visitors through the United States Federal inspection agencies and for greeting them upon arrival in the United States are outlined below.

The term "expedited port clearance" refers to the procedure by which certain designated persons and their personal effects may enter the United States duty-free and be entitled to expedited inspection procedures at the first port of entry. The Office of the Chief of Protocol arranges with the Customs and Border Protection Service for "expedited port clearance."

Persons who are eligible for "expedited port clearance" through federal inspection areas are those persons designated as high ranking officials or distinguished foreign visitors. High-ranking officials include Chiefs of State, Heads of Government, cabinet members, and other senior government officials considered high

ranking. Distinguished foreign visitors include the immediate family members of Chiefs of State and Heads of Government, members of royal families, and other distinguished foreign visitors as designated by the Department of State.

The attached forms delineate the information necessary for the facilitation of entry into the United States for persons eligible for expedited port clearance. For all such arrivals in the United States, the attached forms must be submitted by the Permanent Mission to the U.S. Mission **NO LATER THAN 24 HOURS** prior to the scheduled arrival. Failure to submit this information in a timely manner could result in delays to the traveler and his or her delegation.

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**"REQUESTING EXPEDITED PORT COURTESIES" (*continued*)**

**Airport Greetings:**

Foreign dignitaries with U.S. law enforcement protective details should coordinate their entry into a U.S. airport with the advance agent of the U.S. Secret Service or the Diplomatic Security Service.

To enhance the safety and security of international travel, the following procedures apply to the arrival and greeting of foreign dignitaries. All greetings will be subject to and done in accordance with prevailing federal airport security measures. Arrangements must be made through the U.S. Mission to the UN no less than 24 hours prior to the arrival of a principal and, in the case of security officers traveling with or in advance of a principal, no less than 72 hours prior to the arrival.

Access to the federal inspection areas will not be granted for any purpose other than meeting high ranking foreign government officials or distinguished foreign visitors. Access will be limited to a total of two persons of senior rank. *Please note, at JFK greeters are not permitted into the "restricted " area at all.* Persons of senior rank are defined as Permanent Representatives to the United Nations, Ambassadors to the United States, Charges d'Affaires, heads of consular posts, their respective formal designees, and senior United Nations Secretariat personnel. (Assistant Secretary General and above)

All greeters must arrive at least thirty minutes prior to the arrival. Upon arrival, greeters must surrender their State Department-issued photo identification cards prior to entering the federal inspection area in order to be issued an airport credential. That credential is to be returned in exchange for the State Department card to the Inspectors before leaving the airport.

To assist in the arrival of the above category of visitors, missions are advised to contact the individual airline's passenger service department. If the airline has been given 72 hours advance notice, passenger service personnel may be of assistance in escorting the traveler from the aircraft through the federal processing area. Airline facilitation cannot be guaranteed and is dependent on the nature of the U.S. threat advisory level.

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**"REQUESTING EXPEDITED PORT COURTESIES" (*continued*)**

**The Permanent Missions should be aware, however, that, as warranted, U.S. authorities reserve the right to alter, modify or rescind any of the access privileges outlined herein. Further, requests received that do not provide complete information will not be processed.**

Foreign dignitaries arriving in the United States also are reminded that the Department of Agriculture, under the enforcement supervision of the Customs and Border Protection Service, regulates the entry of agricultural products into the United States. To prevent the introduction of injurious or potentially harmful pest and disease organisms, all agricultural products must be declared and submitted for inspection.

This announcement applies to procedures for expedited entry privileges. Duty free entry of baggage and effects may be accorded to broader categories of personnel by treaty, statute, or regulation, and is not affected by the information contained herein.



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**“EXPEDITED PORT COURTESIES PROGRAM”**

**Office of the Chief of Protocol  
U.S. Department of State**

**High Ranking Officials Eligible for Courtesies of the Port**

Chiefs of State (and their traveling parties)  
Heads of Government (and their traveling parties)  
Cabinet Officers (and their traveling parties)  
Deputy Cabinet Officers (and their traveling parties)  
Immediate Members of the Royal Families  
Members of Parliament  
Governors  
Mayors  
Chiefs of Mission  
High-Ranking Foreign Military Officers not posted  
to an Embassy or Consulate  
Other High-Ranking Officials as designated by  
the Chief of Protocol



Request for Courtesies of the Port

Date: \_\_\_\_\_

The Permanent Mission of \_\_\_\_\_ presents its compliments to the United States Mission to the United Nations and has the honor to request Courtesies of the Port for:

\_\_\_\_\_  
*(Principal's name and title)*

Mission Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX #: \_\_\_\_\_

Pages (including this cover page): \_\_\_\_\_

\*\*\*\*\*

Please return this form to: United States Mission to the United Nations  
140 East 45<sup>th</sup> Street  
New York, NY 10017

**Attention: Thomas J. Buda**  
**budat@state.gov**

**Telephone (212) 415-4407 Fax (212) 415-4162**

Request should be received no less than 24 hours prior to arrival. If security is being requested or security is traveling with the principal, 72 hours advance notice is required for transmittal to the United States Secret Service or Diplomatic Security Service.

Please note that in the section pertaining to armed security, we require the signature of the Ambassador or the Charge d'Affaires.

Requests during the normal work week (Mon – Thurs) must be made between the hours of 9:00a.m. and 4:00 p.m.

On Fridays, requests must be received by 3:00 p.m. On weekends, holidays and after hours, emergency requests should be directed to the Protocol Duty Officer through the Department of State Operations Center at (202) 647-1512.

Please make several copies of this form for your use. You may scan this form into your computer, or recreate it, but please do not change its format in any way.

<b>U.S. DEPARTMENT OF STATE OFFICE OF THE CHIEF OF PROTOCOL EXPEDITED PORT CLEARANCE REQUEST FORM</b>			
The Mission of _____ presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:			
<b>I. Name</b> _____			
<b>(FIRST) (LAST)</b>			
<b>2.</b> _____			
<b>3. FIRST Port of Entry into the United States:</b>			
<b>a. Commercial Air Carrier Name and Flight #:</b>	<b>b. Arrival date:</b>	<b>c. Arrival time: (am or pm)</b>	
<b>I. For Special (Private) (fill in II-VI)</b>	<b>II. Type of Aircraft (Make/Model):</b>		
<b>III. Tail #:</b>	<b>IV. Call Sign:</b>	<b>V. Arrival date:</b>	<b>VI. Arrival time: (am or pm)</b>
<b>4. Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign</b>			
<b>a. Commercial Air Carrier or Private: Arrival date:</b>		<b>b.</b>	<b>c. Arrival time: (am or pm)</b>
<b>5. Over Flight Clearance Notification for Private Aircraft: Please contact the U.S. Office of International Security and Peacekeeping Operations for flight clearance into for over flight relocation requirements. Advance notification of 72 hours is required. (Mr. Tel. (202) 736-7158, Fax (202) 647-4055)</b>			
<b>6. Security and Protection:</b>			

For Chiefs of State/Heads of Government: Will you request U.S. Government Security Protection from U.S. Secret Service?  YES  NO

For Foreign Ministers: Will you request U.S. Government Security Protection from State Department Diplomatic Security Service?  YES  NO

**7. Greeters:**

Per U.S. Government regulations, there is a maximum of two (2) greeters Government inspection area for all arrivals.

<b>a. Name:</b>	<b>Title:</b>
<b>b. Name:</b>	<b>Title:</b>

**8. Embassy Travel/Document Coordinator:** (For passports, visas, I-94 Forms, Customs and Border Protection baggage stubs):

**a. Name/Title:** **b. Tel:** **c. Fax:**

U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM

**9. Armed Security:** *If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.*

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer:

<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>



Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type
Name	Title	Date of Birth	Passport ID #	VISA Type

<b>UNITED STATES OFFICE OF PROTOCOL DEPARTMENT OF STATE EXPEDITED PORT CLEARANCE REQUEST FORM</b>			
11. <b>DEPARTURE INFORMATION</b> (Chief of State/Head of Government or Cabinet Ranked member ONLY): <i>Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security perimeter at commercial airports)</i>			
1. Name:			
(FIRST) (LAST)			
2. Title:			
3. <u>Departure Port</u> from the United States:			
a. Commercial Air Carrier Name and Flight #:		b. Departure date:	c. Departure time: (am or pm)
I. For Special (Private) Flights: (Fill in II-VI)		II. Type of Aircraft (Make/Model):	
III. Tail #:	IV. Call Sign:	V. Departure date:	VI. Departure time: (am or pm)

**NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies "on-line" via computer e-mail only.**

**Please refer to the U.S. Mission circular note number HC-08-05, dated February 4, 2005, or visit our website at: [www.usunnewyork.usmission.gov/Issues/hc.html](http://www.usunnewyork.usmission.gov/Issues/hc.html), for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.**



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February 4, 2005

HC-08-05

The United States Mission to the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the United Nations Secretariat and has the honor to review the processes and procedures for the travel of diplomats and other high ranking visitors to the United Nations through United States airports.

EXPEDITED PORT COURTESIES (ARRIVAL)

High-ranking government officials and distinguished foreign visitors may be accorded Courtesies of the Port, that is, expedited clearance through customs and immigration procedures, when sufficient advance notice is provided by the member state. Those eligible include: Chiefs of State, Heads of Government, cabinet members and other senior government officials considered high ranking, and the immediate family members of the Chiefs of State and Heads of Government, members of Royal Families and other distinguished foreign visitors as designated by the Department of State.

Missions should request expedited port courtesies at the earliest possible time, but not later than 24 hours prior to the scheduled arrival. Missions should submit the Expedited Port Courtesies form (attached) to the Host Country Section of the United States Mission. (If an Embassy submits a request directly to the Office of Protocol in Washington for travel related to the United Nations, it is suggested that a copy also be forwarded to the Host Country Affairs Section in order to permit the United States

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Mission to assist should problems arise.) All five pages of the form must be completed, even if it is to note that a section is not applicable, for example, if no armed personnel are accompanying the traveler, enter “No armed personnel”.

An expedited port courtesies request is required for the initial travel into the United States. An itinerary should be included if there are to be subsequent travels within the United States.

## AIRPORT GREETINGS

Heads of State or Government arriving at United States airports are generally escorted by United States Secret Service officers. Ministers of Foreign Affairs and other high ranking dignitaries may be escorted by Diplomatic Security agents. In those cases where the dignitary is to be escorted by law enforcement agency escorts, arrangements for greeting should be made directly with the relevant law enforcement agency.

Greeting other high ranking and distinguished visitors who have been accorded Courtesies of the Port occurs after the visitor(s) have cleared United States Immigration, collected bags and cleared United States Customs. The United States Mission is unable to arrange for greeters to enter the restricted federal inspection area at New York airports, which includes the gate, immigration services, the baggage carousel and the United States Customs inspection area.



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However, a total of two persons of senior rank who wish to meet the visitor(s) may greet them inside the exit of the United States Customs inspection area, provided that information on the greeters has been submitted in advance on the expedited port courtesies form and accepted by the Office of Protocol. Greeters should arrive 30 minutes prior to arrival and surrender their Department of State photo identification cards or United Nations credentials for airport credentials. The airport credentials must be returned prior to departure from the airport. Questions regarding port courtesies may be directed to the Host Country Affairs Office at (212) 415-4407.

## AIRPORT SCREENING COURTESIES (DEPARTURE) MINISTERIAL RANK

Cabinet Ministers and above, accompanying spouses and children under the age of twelve, who are not being escorted by a United States Secret Service or Diplomatic Security Service protective detail are eligible to request an escort officer for departure through a United States airport. Departure may include the final departure from the United States as well as intermediate flights within the United States.



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It is important to note that the definition of those eligible for these courtesies is restricted to those listed in the previous paragraph only. Airport screening courtesies are not available for family members of Cabinet Ministers or above traveling alone, children over the age of twelve traveling with the dignitary and other non-ministerial rank individuals traveling with a dignitary of ministerial rank. To arrange for airport screening courtesies, the Mission must prepare a separate “Request for Escort Screening Courtesies” form for each person, including children under twelve, for whom escort courtesies are requested. A copy of the form and instructions for completing it are at:

[www.usunnewyork.usmission.gov/Issues/hc.html](http://www.usunnewyork.usmission.gov/Issues/hc.html). The forms should be completed on-line and then sent as an attachment to the email address on the form, [airportescorts@state.gov](mailto:airportescorts@state.gov).

Missions should use the following step-by-step instructions:

1. Open the website, [www.usunnewyork.usmission.gov/Issues/hc.html](http://www.usunnewyork.usmission.gov/Issues/hc.html),
2. Scroll down on the left side of page to “Courtesies of the Port/Airport Escorts”, (4<sup>th</sup> Link on the left side of page).
3. Click on Request Form for Airport Escort Screening Courtesies (Departures),
4. Complete all requested information,
5. When the form is completed, click on “File” in the upper left corner,
6. From the drop down menu, click on “Send To”,
7. From side drop down menu, click on “Mail Recipient (as Attachment)”,
8. Address email to [airportescorts@state.gov](mailto:airportescorts@state.gov),
9. Send.

The United States Mission appreciates that high ranking government officials are at times required to make last minute changes to their itineraries. In such cases, notification of the change must be made as soon as the information is available. Every attempt to accommodate such changes will be made, but travelers must understand that in some cases it may not be possible.



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The Mission Point-of-Contact (POC) designated on the form must be available at all times before departure to receive calls from the assigned escort officer. Since failure to confirm dates, time, and location of departures may prevent the escort officer from arriving at the airport, specific contact information, including daytime and after-hours telephone numbers, is mandatory. In those cases

where the traveler will depart from more than one airport in more than one city, it is helpful to provide local contact telephone numbers if possible, for example, the telephone number of the Consulate in the distant city.

The United States Mission will inform the Mission whether the request has been approved or denied. All subsequent arrangements for escort courtesies shall be made directly between the POC and the escort officer assigned to the departure from a particular airport.

Due to the high volume of foreign dignitaries traveling throughout the United States – and especially from airports in New York and Washington, DC – the airport screening program is limited at this time to dignitaries of ministerial rank. Questions about the escort screening program may be directed to the Host Country Affairs Office at (212) 415-4037.



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SCREENING IN U.S. AIRPORTS (DEPARTURES) NON-MINISTERIAL RANK

The United States, like many other states, does not exempt bearers of diplomatic passports from airport screening procedures. Therefore it is possible for members of the United Nations diplomatic

community who are traveling with diplomatic passports to be selected for Secondary Screening (SSSS) procedures prior to departure from a United States airport.

In order to protect the safety of all visitors and residents alike, rigorous security measures at airports are considered to be necessary and will continue to be implemented. The United States Mission appreciates the cooperation of the members of the United Nations diplomatic community and regrets any undue inconvenience or indignity that may have occurred as a result of these security measures.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and to the to the United Nations Secretariat the assurances of its highest consideration.



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**"MOVING THROUGH THE CUSTOMS AND BORDER  
PROTECTION PROCESS"**

## **NOTIFICATION PROCESS**

Upon receipt of a completed "Expedited Port Courtesies Request Form," the Department of State, Office of the Chief of Protocol, will forward the request to U.S. Customs and Border Protection (CBP). CBP will provide notification to the appropriate Port of Entry to ensure that the diplomatic member(s) and their personal effects are processed expeditiously. It is imperative that the U.S. Mission receives timely notification from the Permanent Mission to ensure that CBP personnel are apprised in advance of the pending arrival of diplomatic members. Failure to submit the Expedited Port Courtesies Request Form in a timely manner may result in processing delays at a U.S. Port of Entry or at a pre-clearance station.

## **INSPECTION PROCESS AT CBP PORTS OF ENTRY**

CBP accords diplomatic immunity to members from foreign nations and their families in compliance with the UN Headquarters Agreement, the UN Convention on Privileges and Immunities and the Vienna Convention on Diplomatic Relations. All requests for expedited port courtesies from the Department of State, Office of the Chief of Protocol, are logged, issued an authorization number, and submitted to the appropriate Port of Entry for notification purposes.

All diplomatic members and their families will receive expedited processing through the Port of Entry. Diplomats should identify themselves to a CBP officer checking passports so that the proper courtesies may be accorded.

Upon arrival in the United States, the CBP officer checking passports should be shown the passport and visa (when required), the U.S. Customs Declaration, and the Form I-94 (Arrival-Departure Record). The Form I-94 (Arrival-Departure Record) shows the date of arrival in the United States and the "Admitted Until" date, the date when the authorized period of stay expires. Diplomatic members and their families will receive a Form I-94 from an airline representative when arriving at a Port of Entry. The form must be completed and presented to a CBP officer.

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**"MOVING THROUGH THE CUSTOMS AND BORDER  
PROTECTION PROCESS" (continued)**

When leaving the country, the Form I-94 should be provided to the airline representative. Failure to complete a Form I-94 may result in processing delays. When USUN and the Office of the Chief of Protocol have not been notified of a diplomatic member's arrival, and the diplomatic member is traveling without a visa or on a non-diplomatic visa, the CBP officer will need to call the Department of State for verification, which may cause a delay.

Diplomats and other government officials are exempt from US-VISIT requirements if traveling on A or G visas. They are exempt also from National Security Entry Exit Registration System (NSEERS) registration requirements. If a diplomatic member or family member is not treated in a professional and courteous manner by a CBP officer, a request should be made immediately to speak to a Supervisory CBP officer at the Port of Entry. A Supervisory CBP officer is always available to assist if problems are encountered.

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**“THE ESCORT SCREENING COURTESIES PROGRAM” (DEPARTURES)**

This program provides for Department of State personnel to serve as escort officers for senior-level government personnel (cabinet ministers and above), along with their accompanying spouses and children under 12, departing from the larger U.S. airports.

**NOTE: This program is not available (or necessary) if the Government Official is accompanied by armed security officers. This includes United States Secret Service and Diplomatic Security.**

The Permanent Mission point-of-contact (POC) responsible for arranging escort courtesies should:

Prepare a separate "Request for Escort Screening Courtesies" (Departure) form for each person, including children under twelve, for whom escort courtesies are requested. A copy of the request form and instructions for completing it are at:

[www.usunewyork.usmission.gov/Issues/hc.html](http://www.usunewyork.usmission.gov/Issues/hc.html).

From a computer with an Internet connection, please open a browser and enter URL [www.un.int/usa](http://www.un.int/usa). on the right side under "Issues" click on "Host Country Affairs."

On the left side (4<sup>th</sup> link) of the Host Country Affairs webpage, click on "Courtesies of the Port/Airport Escorts."

Click on "Request Form for Airport Escort Screening Courtesies" (Departures).

The request form will open.

Fill out the form, utilizing drop-down boxes for Month and Year, as well as originating or terminating airports, if traveling from or to New York and Washington. If a flight is originating or terminating in cities other than New York or Washington, use the free-field text within the Departure or Arrival Airport area. Note that the form will be returned to you if critical fields are left blank. Note that there are multiple spaces on the form: if your traveler(s) area visiting more than one U.S. city, every arrival and departure should be noted up to the final departure from the United States. If necessary, more than one POC should be designated with proper contact information.

When the form is completed, save the filled-out form to your computer and send it as an attachment to the following e-mail address: [airportescorts@state.gov](mailto:airportescorts@state.gov), no later than three full business days prior to the first flight from a U.S. airport regardless of whether it is a domestic or international flight.



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- Be prepared to provide to the assigned Department of State escort officer(s) detailed instructions about where and when the escort officer(s) should rendezvous with the dignitary at the airport.

- **Immediately notify the assigned escort officer(s) in the event of any changes in the itinerary or previously coordinated arrangements.**

The U.S. Mission will:

- Inform the POC whether the request has been approved, and, if so, whether there are airports in the itinerary where no escort officer will be available.
- Provide names and contact information of assigned escort officers to the POC. Coordination between the POC and the escort officer(s) must take place before the escort officer(s) will go to the airport.
- Provide other guidance as requested. The contact number is (212) 415-4407

**Below is a sample of the escort screening courtesies form. Do not send this form in any mode other than computer e-mail or it will not be processed. The form must be sent in Microsoft word. Please be advised PDF files cannot be processed.**

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**U.S. DEPARTMENT OF STATE  
REQUEST FOR ESCORT SCREENING COURTESIES**

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 [AIRPORTESCORTS@STATE.GOV](mailto:AIRPORTESCORTS@STATE.GOV). PLEASE DIRECT QUESTIONS TO THE U.S. MISSION AT 212-415-4407

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<b>Date of Request:</b> ---- ---- <b>month/day/year</b> <small>(Example: January 30, 2004)</small>		<b>Pa ss po</b>
Full Name of Traveler: Official Title:		
Date of Birth: ---- month/day/year <small>(Example: January 30, 2004)</small>	Country of Birth: City of Birth:	
Point of Contact:*		
Organization:		
Telephone & Fax	Phone: Extension: Fax:	
After Hours		
E-Mail Address for		

Full Name of Traveler:  
Official Title:

**FLIGHT ITINERARY**

	If traveling from or to DC or NY, choose Airport from down list (click on the box); otherwise, please type name of Airport in shaded		
Airline and Flight No.	Departure Airport	month/day/year	Time
	Airport	---- ----	<input type="checkbox"/> am <input type="checkbox"/> PM
	Arrival Airport	month/day/year	Time
	Airport	---- ----	<input type="checkbox"/> am <input type="checkbox"/> PM
Airline and Flight No.	Departure Airport	month/day/year	Time
	Airport	---- ----	<input type="checkbox"/> Am <input type="checkbox"/> PM
	Arrival Airport	month/day/year	Time
	Airport	---- ----	0 am 0 PM
Airline and Flight No.	Departure Airport	month/day/year	Time
	Airport	---- ----	0 am 0 pm
	Arrival Airport	month/day/year	Time
	Airport	---- ----	El am El pm

\* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page:  Yes  No



**U.S. DEPARTMENT OF STATE  
REQUEST FOR ESCORT SCREENING COURTESIES**

<b>Full Name of Traveler:</b>
-------------------------------

<b>Official Title:</b>
<b>Nationality:</b>

**FLIGHT ITINERY CONTINUATION**

	If traveling from or to DC or NY, choose Airport from down list (click on the box); otherwise, please type name of Airport in shaded		
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> am <input type="checkbox"/> PM
	Arrival Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> am <input type="checkbox"/> PM
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> Am <input type="checkbox"/> PM
	Arrival Airport Airport	month/day/year ---- ----	Time <input type="checkbox"/> Am <input type="checkbox"/> PM
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time 0 am 0 pm
	Arrival Airport Airport	month/day/year ---- ----	Time El am El pm
<p>* The name of the Mission's point of contact must appear on the form or the request will not be processed.</p> <p align="center">Itinerary continues on next page: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			