

NOAA TRAVEL OFFICE (NTO) FOREIGN TRAVEL CHECKLIST (Revised 12/15/20)

This "Foreign Travel Checklist" must be completed and attached to any foreign travel package that requires a passport and/or visa(s). The "Foreign Travel Checklist" helps to ensure that all necessary documents are included with each package and to provide a contact name and phone number for questions and/or issues in processing the package. Please visit our website <http://www.corporateservices.noaa.gov/finance/FT.html>.

*Traveler's Name _____ Contact Number _____
*Travel Dates _____ *Destination _____
*Preparer's Contact Name _____ Phone Number _____
*Address to Send Passport (Include Building/Rm Number) _____
*UPS Account # & Zip Code _____

1) REQUIRED FOREIGN TRAVEL DOCUMENTS:

All foreign travel packages **must** always include **this checklist along with b and c below**.

_____ *a) **Line Office Accounting Code – Needed to pay for ALL new/renewal official passport applications.**

_____ (4 digit FY)/(2 character bureau code)/(7 character project code)/(3 character task code)/(8 character org. code)

_____ *b) Travel Authorization (TA): Only submit a TA when there is an actual trip. We will accept an unsigned TA followed up with a datalinked version on the day the TA datalinks.

_____ *c) **Counter Threat Awareness Training** (CTAT should be sent to the NTO **the day the traveler completes training in the CLC**. Otherwise, attach to the TA E2 so it can be approved)

_____ d) Passport on file at the NTO (passport must be valid within 6 months of entry)

2) PASSPORT APPLICATION:

If the traveler obtaining a new passport, renewing a passport, or updating a passport, one of the following must be checked and include all applicable documents noted in the hyperlinks:

_____ a) **DS-82**, Passport Renewal (Must include a passport, DS-82, Passport letter, and one photo)

_____ *Can be filled out by individuals with Tourist Passport*

_____ b) **DS-11**, 1st Time Passport Holders (Applies to those who never had a passport before, Must include Passport letter)

_____ c) **DS-64**, "Lost or Stolen U.S. Passport"

_____ d) **Passport Letter**, must include travel dates and destination. If one is not planned, enter a possible trip and dates. State will not process passports without a trip planned.

3) VISA APPLICATION:

Visit the NTO webpage ; under visa requirements document to verify visa requirements and include all applicable documents required:

<http://www.corporateservices.noaa.gov/finance/FT.html>

_____ a) Visa Application(s)

_____ b) Photo(s) (2" x 2" passport photo(s))

_____ c) Letter of Invitation (If applicable - required for travel to Russia, China, India, and Vietnam)

_____ d) No Visa Required

REQUIRED FIELDS