NOAA TRAVEL OFFICE (NTO) FOREIGN TRAVEL CHECKLIST (Revised 5/09/18)

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) Foreign Travel Briefing (Foreign Travel Briefings 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 (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) Photos (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