

# **FOREIGN TRAVEL CHECKLIST**

(Revised 9/3/15)

This “Foreign Travel Checklist” must be completed and attached to any foreign travel package that requires a passport and/or visa(s) to be processed for official travel. The purpose of the “Foreign Travel Checklist” is to ensure that all necessary documents are included with each foreign travel package when submitted to the NOAA Travel Office (NTO) for processing. It also provides the NTO with a contact name in case there are questions or issues in processing the package and provides an address to return the package once it has been completed. Please visit the [NTO foreign website](#) for official passport and/or visa requirements and for [foreign travel lead time requirements](#).

Contact Name: \_\_\_\_\_ Traveler’s Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Travel Dates: \_\_\_\_\_  
Address: \_\_\_\_\_ Destination(s): \_\_\_\_\_  
UPS Account #: (if applicable) \_\_\_\_\_ Official Passport #: \_\_\_\_\_  
**UPS Billing Zip Code Required** \_\_\_\_\_

## **1) REQUIRED FOREIGN TRAVEL DOCUMENTS:**

All foreign travel packages **must** include documents “a” through “c” below:

- \_\_\_\_\_ a) **Foreign Travel Checklist** (completed)
- \_\_\_\_\_ b) [Travel Authorization](#) (usually unsigned at first, approved sent later)
- \_\_\_\_\_ c) [Foreign Travel Briefing](#) (Completed on the CLC annually)
- \_\_\_\_\_ d) Passport on file at the NTO (Needs to be sent to the traveler)

## **2) PASSPORTS:**

All foreign travel packages requiring an official passport and/or visa **must** include either a valid official passport (“a” below) or include one of the passport application packages (“f” or “g” below):

- \_\_\_\_\_ a) Valid **U.S. Official Passport** (Passport must be valid within 6 months of travel)
- \_\_\_\_\_ b) **Expired U.S. Passport**
- \_\_\_\_\_ c) [Passport Letter](#) (must accompany DS-82/renewal)
- \_\_\_\_\_ d) [Passport Letter](#) (must accompany DS-11/1<sup>st</sup> time)
- \_\_\_\_\_ e) [Photo](#) (One - 2”x 2” photo with plain white background)
- \_\_\_\_\_ f) [DS-82](#), “Passport by Mail” (Renewal)
- \_\_\_\_\_ g) [DS-11](#), “First Time Passport Application”
- \_\_\_\_\_ h) [DS-4085](#), “Adding Extension Pages to a U.S. Passport”
- \_\_\_\_\_ i) [DS-5504](#), “Updating Identifying Information in a U.S. Passport”
- \_\_\_\_\_ j) [DS-64](#), “Lost or Stolen U.S. Passport”
- \_\_\_\_\_ k) **Emergency Justification Letter** (required if less than 4 weeks lead time)

## **3) VISAS:**

Check “[visa requirements](#)” document to see if visas are required:

- \_\_\_\_\_ [Visa application\(s\)](#)
- \_\_\_\_\_ Photos (most embassies that require photos require passport type photos)
- \_\_\_\_\_ Letter of Invitation (If applicable - required for travel to Russia, China, India, and Vietnam)
- \_\_\_\_\_ No Visa Required
- \_\_\_\_\_ Other