

NIH POLICY MANUAL
1522 - PASSPORTS AND VISAS
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A. Purpose:

This chapter establishes guidelines for obtaining passports and visas for official international travel.

B. Background:

Effective February 20, 1990, the Visa/Passport Office, Fogarty International Center (V/PO, FIC), assumed responsibility for providing visa and passport services to the National Institutes of Health and other components of the Public Health Service.

C. References:

HHS Chapter 7-10 Travel Manual.

D. Definitions:

A United States of America passport is a document of identify and nationality issued to U.S. citizens intending to travel or sojourn in foreign countries.

1. Official Passport: Issued to U.S. Government employees who are proceeding abroad on official U.S. Government business.
2. Regular (Personal) Passport: Issued to U.S. citizens proceeding abroad for tourist and private business travel.
3. Diplomatic Passport: Issued to Foreign Service Officers and to certain other officers and employees of the U.S. Government who are proceeding abroad on official business of a diplomatic nature.
4. Visa: A stamp or certificate placed in a passport by an embassy, legation, or consulate to certify that the bearer of the passport is authorized by the foreign government to travel within the designated area. The visa is valid only for the period specified by the embassy, legation, or consulate.

E. Policy:

The Visa/Passport Office, Fogarty International Center, will process applications for

official and diplomatic passports and visas for the NIH and other PHS agencies. The V/PO, FIC, will maintain control over the use of official and diplomatic passports issued to NIH and PHS employees.

F. Procedures:

1. Passports: The V/PO, FIC, will obtain official or diplomatic passports for NIH and other PHS employees who are on the rolls of a U. S. Government agency and have on file an SF-50, Notification of Personnel Action, and an SF-61, Oath of Office. Travelers should provide the V/PO, FIC, with the following documents at least 30 calendar days in advance of travel:

- a. Application for Passport (Form DSP-11) completed except for signature.
- b. Two photographs taken within the last six months, measuring 2x2 inches on a light background.
- c. Proof of citizenship, such as birth certificate with an embossed seal or original naturalization papers.
- d. Legal documentation of name change (i.e., marriage license) if name on application for passport is different from that on birth certificate or naturalization papers.
- e. Dates, destination, and purpose of travel.
- f. Title and grade or Commission Officer level of traveler.

Travelers must submit applications in person to the V/PO, FIC. If traveler has been issued a passport (regular, official, or diplomatic) within the last 12 years, he or she may apply for a passport using Form DSP-82. In which case, it is not necessary for the traveler to appear in person.

2. Addition of Visa Pages: If visa pages are expended while the passport is still valid, additional pages may be requested by completing Form DSP-19, "Passport Amendment/Validation Application."

3. Visas: The V/PO, FIC, will obtain visas for NIH and other PHS employees when required for official travel. Travelers should contact the V/PO, FIC, to determine whether a visa is required for the country to be visited and what documents are required by that country's embassy. Visa applications are available from the V/PO, FIC. Most embassies require at least two days processing time for each visa.

4. Lost Passports: The Department of State regards the loss of a passport as a serious matter. Lost or stolen passports can be, and are, used for fraudulent

purposes. If a passport is lost or stolen abroad, the bearer should notify the nearest American embassy or consulate. If the passport is stolen, the bearer should report the theft to police authorities in the locale in which the theft occurred. Upon return to the United States (or if passport was lost or stolen in the United States), the bearer should notify the V/PO, FIC. Bearer will be asked to complete Form DSP-64, "Statement Regarding Lost or Stolen Passport."

To replace a stolen or lost passport, apply in person to the V/PS, FIC, with a completed Form DSP-11, "Application for Passport," two photographs, and proof of citizenship.

5. Retention of Passports: Official or diplomatic passports are the property of the U.S. Government, not the individual, and will be kept on file with the V/PO, FIC, or at other designated locations, and released to travelers only upon presentation of an approved Travel Order. Upon return to the United States, traveler must return passport to the V/PO, FIC, or other designated locations. The V/PO, FIC, should be informed when employment has been terminated so that official and diplomatic passports can be turned in to the Office of Passport Services, Department of State.

G. Records Retention and Disposal:

Documents relating to the issuance of official passports are kept for three years and destroyed. Official and diplomatic passports are returned to the Department of State upon expiration or upon the separation of the employee.

H. Copies of Forms:

DSP-11, DSP-82, DSP-64, DSP-19, and visa application forms can be obtained from V/PO, FIC, by calling 496-3441.

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