

Visa Information for Diplomatic and Official Passports

Visa requirements listed on this website are for Federal agency travelers traveling on official USG business with a diplomatic or official passport. Requirements listed on this website are for visa requests being submitted through the foreign embassies and chanceries in Washington, D.C.

If you are accessing this site from a U.S. military network and you are active military or a DoD civilian employee, you must refer to DoD's Foreign Clearance Guide for visa requirements.

Note that we are continually adding information, forms, and online applications as they become available. Please bear with us.

[Show All Countries](#)

Information Disclaimer

Foreign visa requirements could **change at any time** without notification. The Special Issuance Agency updates this web site when new requirements become known. If you discover discrepancies or need additional information, please contact the Special Issuance Agency at (202) 955-0198 or e-mail us at CA-PPT-SIA-VISA@state.gov.

Information for All Travelers

All requests for diplomatic and official passport holders must be accompanied by a Visa Request letter generated by the Special Issuance Agency under the signature of the Director. If an embassy allows you to process your own visa application, you may request a hand carry Visa Request letter from the Special Issuance Agency. To request a hand carry letter, follow the instructions contained in the following attachment [Visa Hand Carry Request](#) .

Do's

- Make sure your passport has a minimum remaining validity of 6 months to enter most countries, unless otherwise stated in the Special Issuance Agency's Visa Requirements in this section.
- Obtain your visa(s) one month prior to departure, with the exception of the following countries: Russia, Italy, Czech Republic, and Sudan. Generally, you must enter a country within 30 days of issuance of the visa, unless otherwise noted. Please read/review your issued visas prior to travel.
- Sign all passports upon receipt.
- Make and retain a copy of the data page of your passport before you submit it for visa processing. You may need the passport information for pack-out, automobile shipment, etc.

Don'ts

- Do not submit protective covers on passports for visa purposes. They have to be removed from the passport before submitting for visa processing and may be damaged or lost.
- Do not bend or fold photo(s) submitted for visas.

For Submissions of Visas through the Special Issuance Agency

Preparing Your Visa Application

All requests for visa services require assignment orders or a letter of authorization/memo on Department letterhead addressed to the Special Issuance Agency to the attention of one of the following:

Mr. Michael D. Thomas – Director, Special Issuance Agency
Mr. Christopher P. Pressey - Unit Chief, Visa Section

Authorization/memo must include all particulars of the applicant (i.e., government employee and title, spouse of government employee, child of government employee; contract employee and title, spouse of contract employee, child of contract employee; TDY or assignment, etc.). Information contained in the authorization/memo should match the information placed on the visa forms, including cities to be visited and corresponding dates.

Diplomat/U.S. Government Employee/Civil Service, etc. CANNOT be listed as occupation on authorization memo or visa application(s). If used, visa processing will be delayed. Specific (diplomatic) titles should be used for all assignments, e.g., Deputy Chief of Mission, Consular Officer, etc. TDY travelers should list specific occupation, e.g., Health and Safety Inspector, Trainer, Secretary, etc.

Please be sure all information is fully completed on visa application form(s), this includes zip codes for forms that require addresses, and phone numbers where applicable. Omission of information will delay processing.

Submitting Your Visa Application

In addition to the **Do's** and **Don'ts** noted above, allow at least two extra days for all submissions to the Employee Services Center. Also, note that processing times listed for each country are minimum times.