NOAA TRAVEL OFFICE (NTO) FOREIGN TRAVEL CHECKLIST

(Revised 10/07/2021)

This "Foreign Travel Checklist" must be completed and attached to all foreign travel packages that require a passport and/or visa(s). The "Foreign Travel Checklist" ensures that all necessary documents are included with each package and provides the NTO with a contact name and phone number in case there are any questions and/or issues processing the package.

Section 1: Traveler must complete this section in its entirety**:**

Traveler's Name   Traveler's Phone Number

Travel Dates   Destination(s)

Travel Preparer's Name   Travel Preparer's Phone Number

Address to return passport (Include Bldg/Rm)   UPS Account # & Zip Code
                                                                              (If Fed-ex is used, you must include a label)

Line/Staff Office Accounting Code
(4 digit FY/2 character bureau code/7 character project code/3 character task code/8 character org. code)

Section 2: Traveler must include the following documents:	Yes	No
Do you have a real trip planned? If yes, you must attach a copy of your approved travel authorization.		
Do you have a Counter Threat Awareness Training (CTAT) on file (valid for 6 years)? If not, please log into CLC and take the on-line course and include CTAT certificate with this package.		
Do you require a visa? Please check our Official Visa Requirements Document and include all of the documents required (visa application, pictures, letter of invitation, etc) with this package.		
Do you have a valid official passport? If yes, please include your passport with this package.		
If you do not have a valid official passport, please indicate which passport application you are including with this package & **you must include all of the documents outlined in the instructions**: Renewal Passport Application (DS-82) Use if you possess a passport that was issued in the last 15 years First Time Passport Application (DS-11) Use if you do not possess a passport issued in the last 15 years		
Are you submitting a Lost or Stolen Passport Application (DS-64) Include all documents outlined in the instructions		