

OCC employees traveling outside the United States must obtain a country clearance. Complete all fields in the form below and a CIBTvisas representative will process the country clearance on your behalf. You must provide a copy of your round-trip flight itinerary with this form.

Once you have completed all fields, submit the form by pressing the "Submit by Email" button below. You will be able to attach the file containing your flight itinerary before you submit your email.

\*\*\*For PII security, please encrypt and email any attachment by 1) Clicking the Encrypt & Send icon located in your Outlook program or 2) Adding "OCCSecure" to the beginning of your email's subject line and then clicking Send as you normally would. The system will automatically send the e-mail securely when it sees "OCCSecure" in a subject line.\*\*\*

State Department Training Required: The U.S. State Department requires that travelers conducting official business must have completed a High Threat Security Overseas Seminar (HTSOS) within the past 5 years in order to obtain a country clearance. If you have not completed this training, please visit the State Department website or contact your international travel POC for more information on how to enroll.

Travelers requiring a visa may include this form with the other materials you send to CIBTvisas. You will receive a response within 24 hours, Monday through Friday. If you need assistance contact CIBTvisas at 202-745-4546, Monday to Friday between 9:00 am – 5:00 pm Eastern Time.

### Visa Requirements Verification

I understand that this form is for requesting a country clearance with the U.S. State Department, that my destination country may also require a separate visa, and that I have verified the visa requirements at <http://cibtvisas.com/?login=occ>  I agree

### Personal Information

Full Name as it appears in your passport:

Email Address:  Phone Number:

Personal Email Address:  Int'l Mobile Phone Number:

### Passport & Employment Information

Passport Expiry Date:  Passport Number:

Country of birth:  Clearance:

Type of passport (check only one):  Official  Diplomatic  National Passport

I have completed the High Threat Security Overseas Seminar:  Yes

Completion Date:

### Countries For Clearance

List of countries for clearance:

List of cities where official business will be conducted:

Provide a brief description of the purpose of your trip. Must be provided for each country:

Emergency contact information:  
Name, Email, and Phone Number

Provide hotel name, address, and phone number if not listed on itinerary: