PLEASE READ THESE

GUIDELINES

CAREFULLY OR PRINT THEM OUT FOR REFERENCE
BEFORE YOU GET STARTED WITH COMPLETING THE NEW
ONLINE FORM

DS-1648

(https://ceac.state.gov/agnato/)

of the

Important Passport Information:

- Your current G-4 visa must be valid for less than 60 days.

- Your National Passport must be valid for a minimum of six months at the time of application.

- If you have a new Passport, you must submit both, the old one containing your last used visa and I-94 and your new Passport.

- Your I-94 Arrival/Departure Record must have the annotations "G-4, D/S"

- There must be at least one blank page left in the passport.

- Should you apply for the renewal of your dependent's visa independent from your own, your visa must be valid and you must submit a copy of your own G-4 visa and I-94 card (front and back)

- If you were unable to upload a photo successfully, you must submit a printed photo that conforms to the "Guidelines for Producing High Quality Photographs for U.S. Travel Documents" (see page 10) with your passport.

THE RENEWAL PROCESS WILL TAKE ABOUT
15 BUSINESS DAYS AFTER RECEIPT OF THE <u>PASSPORT</u> BY
THE U.S. MISSION TO THE UN

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO VISA APPLICATION

Instructions

Welcome to the Consular Electronic Application Center Instructions Page. Forms available on this page can be filled out on-line and assist in the processing of your application.

What you need:

- Your Internet browser must support 128-bit encryption.
- If you are using Internet Explorer (Windows), the minimum version that will work with this site is version 5.0, with service pack 2.
- If you are using Netscape, the minimum version that will work with this site is version 6.2.

Note: Depending on the speed of your Internet connection, the time to download each page may vary. Please be patient.

Instructions for completing an electronic visa application form:

1. Enter the information requested into the appropriate spaces on each window. Please answer all questions. Your answers must be in English and must use English characters. Letters like ñ, é, ü, ç are not recognized by the system. Please enter names like Muñoz and Sémonin as Munoz and Semonin.
2. Review the information you entered for accuracy.
3. Print the confirmation page after it is returned to you.

Notice 22 C.F.R.6 41.103 requires an applicant to sign and submit his or her own nonimmigrant visa application unless otherwise exempt. Although the applicant may receive assistance from a third party in preparing the application, the applicant is required to click the "Sign and Submit" button at the end of the application. The applicant's failure to sign the application may result in a termination of the application.

START APPLICATION

Select "Start Application"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE	PHOTO	REVIEW	SIGN

Domestic A/G/NATO VISA APPLICATION

Getting Started ▶
Personal
Tour and Embassy
Address and Phone
Passport
PID

Getting Started

NOTE: This application is not for A-3, G-5, or NATO-7 employees.

The Consular Electronic Application Center will permit you to complete the application without an account; however no partially completed applications will be stored online. If you need to quit before you have completed the application, click the red "Save" button at the bottom of the page you wish to exit from and choose the "Export the Application" option. You will be prompted to designate a place to save the file on your computer. When you return to the Consular Electronic Application Center, click the link below to import (or upload) the data and continue the application process at the point where you exited.

To continue the A/G/NATO Visa Application process:

- Either Import a previous application
- Or, click the 'Next: Personal' button below to begin entering information

◀ Back: Instructions	🖫 Save	Next: Personal ▶

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- The application will 'time-out' after 15 minutes of inactivity.
- Should you not be able to complete the entire form, make sure to save the data you already completed to your computer (The data will be filed in a .DAT file, do not change the file format.).
  - You will be able to import/upload this data when you return to the application.

Select "Next: Personal"

- Select "Browse" to locate the previously saved file, then click "Import".

- The data from the saved application will automatically populate the form. You can review for accuracy and make changes, but must upload the photo again.

COMPLETE	PHOTO	REVIEW	SIGN

Domestic A/G/NATO VISA APPLICATION

Personal Information

OMB CONTROL NUMBER:	1405-0100
FORM NUMBER:	DS-1648
EXPIRATION DATE:	12/31/2009
ESTIMATED BURDEN:	30 MIN

- ✔ Getting Started
- Personal ▶
- Tour and Embassy
- Address and Phone
- Passport
- PID

NOTE: All data on this page must match the information as it is written in your passport.

Surnames

(e.g. FERNANDEZ GARCIA)

Help: Surnames

Enter all surnames as listed in your passport. If only one name is listed in your passport, enter that in Surnames.

Given Names

(e.g. JUAN MIGUEL)

Help: Given Names

If your passport does not include a given name, please enter "FNU" in Given Names.

Should your Surname (Last Name) and/or Given Names (First Names) be hyphenated, do not enter the hyphen.

Date of Birth
-DD-   MONTH

Help: Date of Birth

If day or month is unknown, enter as shown in passport.

Enter four digits in the "Year" field, i.e. 1967

Nationality
- SELECT ONE -

Place of Birth

City

Country
- SELECT ONE -

Should you have dual nationality, you must enter the country that issued the passport which contains your current visa and I-94.

Sex
○ Male   ○ Female

Marital Status
-SELECT ONE-

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to:
U.S. Department of State, A/ISS/DIR, 1800 G St. NW, Washington, DC 20520

◀ Back: Getting Started	💾 Save	Next: Tour and Embassy ▶

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- Select "Next: Tour and Embassy"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

| COMPLETE | PHOTO | REVIEW | SIGN |

Domestic A/G/NATO VISA APPLICATION

Tour and Embassy Information

✔ Getting Started
✔ Personal
Tour and Embassy ▶
Address and Phone
Passport
PID

Estimated Tour/Employment Completion Date
-DD- ▼   MONTH ▼   [   ]

Mission/Organization Information

Sponsoring Mission/Organization
[   ]

U.S. Address (Line 1)
[   ]

U.S. Address (Line 2)   *Optional
[   ]

City
[   ]

State
- SELECT ONE -   ▼

Zip Code
[   ]
(e.g. 55555)

Help: Sponsoring Mission/Organization

Enter "Embassy of your country" or the name of your International Organization or U.S. military base.

Enter the expiration date of your current appointment. Should you have a permanent contract, enter the anticipated retirement date.

When applying for dependent family members, the staff member's appointment data must be entered.

i.e. United Nations, UNDP, UNICEF followed by the street address (Line 1 is required).

◀ Back: Personal   💾 Save   Next: Address and Phone ▶

- Select "Next: Address and Phone"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE	PHOTO	REVIEW	SIGN

Domestic A/G/NATO VISA APPLICATION

Address and Phone Information

✔ Getting Started
✔ Personal
✔ Tour and Embassy
Address and Phone ▶
Passport
PID

U.S. Residential Address

U.S. Residential Address (Line 1)

U.S. Residential Address (Line 2)   *Optional

City

State
- SELECT ONE -

Zip Code

(e.g. 55555)

Help: U.S. Residential Address

Provide the street address, apartment number and other information for your personal residence.

Your home address must match the address you provided at the time of registration with the Host Country. Should you have moved, be sure to notify the UN Visa Office of your new address. This information is currently not automatically passed on by the Executive Offices to the Visa Office.
A hotel address is not acceptable.
Be sure to include your apartment number.

Mailing Address

Q: Is your Mailing Address the same as your U.S. Residential Address?

A: ○ Yes ○ No

Email Address

Q: Do you have an Email Address?

A: ○ Yes ○ No

Phone Number

Home Phone Number

(e.g. 555-555-5555)

Mission/Org Phone Number

(e.g. 555-555-5555)

Be sure to type the 'dashes' when entering your phone numbers: 212-963-1234

◀ Back: Tour and Embassy	💾 Save	Next: Passport ▶

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- Select "Next: Passport"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

COMPLETE	PHOTO	REVIEW	SIGN

Domestic A/G/NATO VISA APPLICATION

Passport Information

- ✔ Getting Started
- ✔ Personal
- ✔ Tour and Embassy
- ✔ Address and Phone
- Passport ▶
- PID

NOTE: All data on this page must match the information as it is written in your passport.

Passport Type
- SELECT -

Passport Number

Passport Nationality
- SELECT ONE -

Where was the Passport Issued?

City

Country
- SELECT ONE -

Issuance Date
-DD- MONTH

Expiration Date
-DD- MONTH

Do not enter special characters/symbols in the "Passport Number" field. Only values from A-Z, 0-9 and spaces are allowed.

Although the "United Nations Laissez-Passer" is listed in the "Passport Nationality" and "Issuing Country" drop-down fields, the G-4 visa should always be placed in your National Passport.
(Visas in the UNLP will only be issued with a validity of max. 3 months and single entry)

Help: Expiration Date

In most cases your passport must have at least six months of validity beyond the date of your visa application and/or your arrival in the United States. There are exceptions to this rule; please see Volume Nine of the Foreign Affairs Manual section 41.104 for more information.

◀ Back: Address and Phone	💾 Save		Next: PID ▶

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- Select "Next: PID"

Should you not know your PID Number you can look it up on I-Seek under
→ TOPICS
→ TRAVEL
→ VISAS
→ FIND YOUR PID NUMBER

or select this link: Find Your PID Number

If you are still unable to obtain your PID, you may send an e-mail, indicating your index number and date of birth to one of the following e-mail addresses:

UN Secretariat: info-tts@un.org
UNICEF: delliott@unicef.org
UNDP/UNOPS/UNFPA: ruth.esmilio@undp.org

- Select "Next: Photo"

- The main requirements for acceptable photos are the following:
- the photo must be saved in high-resolution, i.e. 300 dpi or more
  - the file format should be .JPG
  - the background must be white
- the image must be full face (both ears visible), no tilting of the head
  - for best results remove eyeglasses
- the optimum file size is about 260 KB and may not exceed 1MB

This is the link to the complete
Guidelines for Producing High Quality Photographs for U.S. Travel Documents
(http://travel.state.gov/passport/guide/guide_2081.html)

This is a more compressed Quick Guide to the photo requirements.
(http://travel.state.gov/visa/guide/guide_3882.html)

Important Reminder: The photo must have been taken within six months of the application. The computer can not tell if the photo is more than six months old, so even after successfully uploading a photo, it may subsequently be rejected by the U.S. Mission to the UN after the application is submitted.

- Select "Upload Your Photo"

- Should you unsuccessfully try to up-load an acceptable photo, you can continue with the application without the photo:

- Select "Next: Review"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO VISA APPLICATION

Review Your Entries

Review Your Entries ▶

Print 🗎

Submit the new photo with your confirmation page and passport. Additional instructions are provided on the confirmation page.

Photo Provided:

Upload New Photo

Photo not Provided

Name Provided: Edit Personal Information
Date of Birth:
Nationality:
Place of Birth:
Sex:
Marital Status:

Estimated Tour/Emp Completion Date: Edit Tour and Embassy Information
Mission/Org. Address:

Country:
City:
State/Province:
Zip/Postal Code:

U.S. Residential Address: Edit Address and Phone Information
City:
State:
Zip Code:
Mailing Address Same as Residential?:
Do you have an Email Address?:
Email Address:
Home Phone:
Mission Org. Phone:

Passport Type: Edit Passport Information
Passport Number:
Issuing Country:
City Where Issued:
Country Where Issued:
Issuance Date:
Expiration Date:

PID: Edit Personal Identification Information
Principal Applicant?:

| ◀ Back: Confirm Photo | 🖫 Save | Next: Sign and Submit ▶ |

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- Review to ensure all data is correct.

- Select the relevant links on the right of every section to correct any errors.

- You will then have to click the red buttons at the bottom to navigate back to this page.

- Select "Next: Sign and Submit"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

| COMPLETE | PHOTO | REVIEW | ▼ | SIGN |

Domestic A/G/NATO VISA APPLICATION

Sign and Submit

Sign and Submit ▶

Read the following information carefully before dating, electronically signing and submitting the application.

Your application is now ready to be submitted. Please note that this does not necessarily mean that your application for a nonimmigrant visa is complete, as additional information may be needed after Department of State personnel have reviewed the application.

By clicking "Sign and Submit" you are electronically signing the application. You are required to electronically sign your application yourself, unless otherwise exempt by regulation, even if the application has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions in this application and that your answers are true and correct to the best of your knowledge and belief. The submission of an application containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this application are unsworn declarations made under penalty of perjury. (28 U.S.C. 1746).

The information that you have provided in your application and other information submitted with your application may be accessible to other government agencies having statutory or other lawful authority to use such information, including for law enforcement and immigration law enforcement purposes. The biometrics, including the fingerprints and photograph that you provide with your application, may be used for employment verification or other U.S. law purposes.

Once you have clicked "Sign and Submit," you will be unable to make changes. Electronically sign by clicking the button below after you have reviewed the information in your application and determined that it is correct.

Date of Submission
Tuesday, January 29, 2008

E-Signature
I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Enter your passport number:

Enter the code above as shown:

| ◀ Back: Review | 💾 Save | Next: Sign and Submit ▶ |

- Enter your passport number

- Then copy the code into the provided field (in this case: 6S4UR)

- The code changes every time

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO VISA APPLICATION

Designate Location

Select the location where you would like to submit your application. If you are employed by the United Nations or one of the Missions to the United Nations in New York only, send it to the U.S. Mission to the UN. All other applicants should submit it to the Diplomatic Liaison Division of the Visa Office in Washington, DC, usually through your embassy or international organization.

The following locations have been found nearest your location (Select One):

○ U.S. Mission to the UN

○ Diplomatic Liaison of the Visa Office in Washington, DC

◄ Back: Review Page   🖫 Save   Next: Confirmation ►

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- Select U.S. Mission to the UN (USUN)

- Select "Next: Confirmation"

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Domestic A/G/NATO VISA APPLICATION

Confirmation

YOU MUST PRINT this confirmation page and submit it with your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your application and confirmation page to the address specified in your account. **DO NOT** send the entire application.

If you have further questions, please contact your Embassy, Consulate, or International Organization.

This confirms the submission of the non-immigrant visa application for:

Name Provided: SMITH, JANE
Nationality: JAPAN
Passport Number: 123456
PID: 13241234
Completed On: 21 September 2007
Confirmation No: AA000001LN
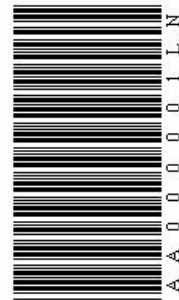
Location Selected (select another location):

Department of State - Visa Office
Diplomatic Liaison Division
2401 E Street, N.W., Suite L-701
Washington, DC 20522-0106

Print Confirmation   Print Application   Email Confirmation

Version 01.0.00

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- Print the confirmation page and submit it with your completed PT.61 form and National Passport through your Executive/Administrative office to the UN Visa Office.

- You may print the application for your own records, do NOT submit it to the Visa Office.

- Do NOT e-mail the Confirmation page to the Visa Office. We will not be able to process your application without form PT.61 endorsed by your Executive Office and your National Passport.

15

- Select "Create a Family Application" for additional members of your family. This application will be populated with duplicate data, such as your home address, etc.

Reminder:

THE RENEWAL PROCESS WILL TAKE ABOUT
15 BUSINESS DAYS AFTER RECEIPT OF THE PASSPORT BY
THE U.S. MISSION TO THE UN