

THE NIH PASSPORT/VISA OFFICE IS OPEN FROM 9:00A. M. TO 5:00 P.M. Monday through Friday It is closed for lunch from 12:00 p.m. to 1:00 pm.

Official passports are released the week before travel.

You **must submit** a copy of your approved travel orders at the time of pick up (**ONLY FIRST PAGE AND PAGE INDICATING APPROVAL IS NEEDED**).

FOGARTY INTERNATIONAL CENTER (FIC) WILL NOT RELEASE OFFICIAL PASSPORTS WITHOUT A COPY OF YOUR TRAVEL ORDER FOR THEIR RECORDS.

If your travel order has not been processed and you would like to pick up your personal passport, birth certificate, or naturalization document, please **do so during office hours.**

Those who applied for a visa on their Foreign National Passport or Personal U.S. Passport because you are an IRTA: **NO TRAVEL ORDER NEEDED FOR PICKUP.**

Most common questions about passports and Helpful Tips:

- 1) Does email notification from FIC mean that my passport and/or visa are ready? **Yes**
- 2) Can you FedEx my passport to me? **Yes, to those NIH travelers based in Frederick, Baltimore, or Washington D.C. Please contact Sandra Fuentes for delivery. For those located in Bethesda and Rockville, the passport must be picked up at FIC in BLDG 31 Room B2C05.**
- 3) Can anyone other than the traveler pick up the passport? **Yes, as long as they submit a copy of the approved travel order.**
- 4) Can one person pick up passports for various travelers from the same department or Institute? **Yes. As long as a copy of the approved travel order is given for each person.**
- 5) Do you need the approved travel order to release the official red passport? **Yes**
- 6) Do you need the approved travel order to release the personal blue passport or foreign passport? **No**

7) Do the official red passports need to be returned to FIC? Yes, for those located in the Bethesda and Rockville area. Retention of Official Passports: U. S. Official passports remain the property of the U.S. Government at all times under Title 22 of the U.S. Code of Federal Regulations. These passports are valid only as long as the bearer or bearer's sponsor maintains the status which continues his/her entitlement to an Official Passport. Individual members and/or dependents are not to hold their no-fee passports when not traveling on official orders. The no-fee passport(s) must be in the custody of the member's command.

8) How and when do I return the official passport to FIC? The passport should be returned within a week after the official trip. It can be returned by the traveler, or anyone that the traveler will trust that the passport will be delivered back to FIC safely. Please avoid sending official passports through inter-office mail.

If you have a travel emergency please call the main line Monday-Friday from 9am to 5pm. at 301-496-4625. **There is no weekend service care.**

Before leaving on your trip it is a good idea to leave a copy of your official passport data page with your travel preparer and a copy at home with someone who knows that you will be on travel.

If your passport is lost or stolen, please contact the U.S. Embassy immediately. Take the contact information of the nearest U.S. Embassy in the country that is your main destination. For Embassy address please view the following Consular Information Sheets: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html. It is also a good idea to copy any visas that have been obtained in the official passport.

For Passport procedures and visas please view the following website:
<http://www.fic.nih.gov/programs/international/visa.htm>.

When submitting paper work for a passport or visa, please submit these in original format to FIC at BLDG 31 Room B2C08 during office hours 9am to 5pm (**closed from 12pm to 1pm for lunch**).

For visa information please contact Sandra Fuentes at 301-496-3441 or e-mail her at <mailto:Fuentess@mail.nih.gov>

Notification of Foreign Travel (NFT) website address:
<http://www.fic.nih.gov/programs/international/travel.htm>.

Passport Photos can be taken in BDLG 10 Room B2L321. The schedule is Tuesday from 9am-11am and Thursday 3pm-4pm. No appointment is necessary. Take an "X" number with you that you can get from the Administrative Officer.

Please contact the Occupational Medical Service (OMS) 30 days in advance concerning Yellow Fever Cards or shots at 301-496-4411. They are located in BLDG 10 6th Floor and are open Monday through Friday 7:30 a.m. to 7:30 p.m.