

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION				INSTRUCTIONS: This is NOT a Passport Application. See Official Foreign Travel Arrangements, Order 1500.2C. Complete and forward the original and four copies through channels to approving official to AIA-10.				
OFFICIAL FOREIGN TRAVEL ARRANGEMENTS								
PART 1 - EMPLOYEE DATA								
APPLICANT	1. NAME (FIRST, MIDDLE, LAST)		2. DATE OF BIRTH (MO, DAY, YR.)		3. PLACE OF BIRTH (CITY AND STATE)			
	4. OFFICIAL POSITION				5. OFFICE SYMBOL		6. TELEPHONE NO.	
	7. OFFICE/SERVICE/REGION			8. DIVISION			9. BRANCH	
PASSENGER	10. NAME (FIRST, MIDDLE, LAST)		11. DATE OF BIRTH (MO, DAY, YR.)		12. PLACE OF BIRTH (CITY & STATE)			
PART II - REQUEST FOR PASSPORT AND VISA SERVICE								
13. THIS REQUEST IS FOR			14. CURRENT OR FORMER PASSPORT			15. FILED FOR NEW PASSPORT		
ISSUANCE OF NEW PASSPORT		NONE-OR		NO.		MO, DAY, YEAR		
REVALIDATION OF EXISTING PASSPORT		IN MY POSSESSION				CITY AND STATE		
VISA SERVICE								
16. ITINERARY					17. MAIL PASSPORT TO			
COUNTRY		ARRIVAL DATE	DEPARTURE DATE	TRANSPORTATION MODE				
PART III - REQUEST FOR APPROVAL OF TRAVEL								
19. REQUESTING OFFICER (ADEQUATE TRAVEL FUNDS ARE AVAILABLE)			SIGNATURE AND TITLE				DATE	
PART IV - RECOMMENDATION			PART V - RECOMMENDATION			PART VI - APPROVAL ACTION		
APPROVAL		DATE	APPROVAL		DATE	APPROVED	DATE	
DISAPPROVAL			DISAPPROVAL			DISAPPROVED		
Signature and Title			Signature and Title					