

MINISTRY OF FOREIGN AFFAIRS AND FOREIGN TRADE
REQUEST FOR COURTESIES – OFFICIAL TRAVEL OVERSEAS

The processing and coordination of requests require submission to the Ministry (Protocol Department) **at least five (5) business days prior to travel**. Pertinent travel itineraries are to be attached.

PURPOSE OF TRAVEL:

If Private, please indicate:

Telephone No. while travelling:

B. PARTICULARS OF THE OFFICIAL

1. Name: _____

2. Title: _____

3. Date of Birth: _____

4. Place of Birth: _____

5. PASSPORT AND VISA PARTICULARS

Passport

Visa

Type: _____

Type: _____

No: _____

No: _____

Date of Issue: _____

Visa Control No: _____

Date of Expiry: _____

Date of Issue: _____

Nationality: _____

Date of Expiry: _____

Name:

Title:

Passport

Visa

Type: _____

Type: _____

No: _____

No: _____

Date of Issue: _____

Visa Control No: _____

Date of Expiry: _____

Date of Issue: _____

Nationality: _____

Date of Expiry: _____

C. TRAVEL ITINERARY ATTACHED

Yes ☒ NO

If No, or in case itinerary is changed, confirmed details must be submitted no less than:

- five (5) days before departure for multiple destinations
- two (2) full days before departure for single destinations

Name: _____				
Title: _____				
	Passport		Visa	
	Type: _____		Type: _____	
	No: _____		No: _____	
	Date of Issue: _____		Visa Control No: _____	
	Date of Expiry: _____		Date of Issue: _____	
	Nationality: _____		Date of Expiry: _____	
E. SECURITY PERSONNEL				
Name: _____				
Rank: _____				
Passport Details				
Passport No: _____ Passport Type: _____				
Date of Birth: _____ Place of Birth: _____				
Issue Date: _____ Expiry Date: _____				
Visa Details				
Visa Type: _____ Visa No: _____				
Date of Issue: _____ Date of Expiry: _____				
Place of Issue: _____				
FIREARM PARTICULARS				
Make	Model	Serial No	Calibre	No. of Rounds
F. HOTEL INFORMATION				
Name of Hotel: _____				
Address: _____				
Tele: _____				
Name of Hotel: _____				
Address: _____				
Tel: _____ Fax: _____				
G. TRANSPORTATION REQUIREMENTS: YES / NO				