

## **FAA Visitor Program Overview and Web Screen Narrative Visitor**

### Initial Request and Visitor Point of Contact Responsibilities

The following screen shots and narratives describe the steps to be taken by the visitor's Point of Contact (POC) to enter visitor information into the FAA International Visitor Program system, and how to complete the request for visit approval. If you are a visitor's POC, an FAA sponsor will be working with you to process and sponsor a request for you or one or more visitors whom you represent, to visit an FAA facility in the United States of America.

As a visitor POC, your FAA sponsor has designated you as being responsible to enter specific information for each visitor (or just yourself, if you are the visitor). Once the Sponsor initiates a request on your behalf, you receive an e-mail with a link which will take you to a website to enter this information. You will have up to 10 business days (or the date of visit, if earlier) to enter this information before the link becomes inactive.

Review the names, of any visitor that was entered by the Sponsor, as well as the facilities to be visited. You will then enter the personal information (by clicking 'Add Info') of each visitor listed and submit the request (by clicking 'Submit Request'). If your sponsor has not entered any visitors, or you desire to add new visitors, please enter new visitor information by clicking "Add Visitor". There must be at least one visitor before the request may be submitted. Once the information is submitted, the URL provided in the e-mail is no longer accessible. Until you click "Submit Request," you may access the link as often as you would like until you finish the process for each visitor.

Please note that once you save information for a visitor (i.e. click the 'Add Info' button next to that visitor), the system transfers this data to a secure location. This means you may not be able to redisplay or view this data again. Do not worry, the data has been saved. However, you will notice that the 'Add Info' button now appears as 'Resubmit'. Clicking 'Resubmit' allows you to re-open a particular visitor's record to resubmit a particular field or group of fields. This record will appear as blank, but because a complete record is already saved, it will not be mandatory to re-enter every field.

Once you, as the Visitor's POC, enter all information and submit the record, your task is complete, although you may be contacted again by the FAA for any further information if needed. At this point your sponsor will be automatically notified to complete the initial request and submit it to for processing. Your sponsor will contact you later regarding status.

Sample Screen shots and descriptions follow:

As the Visitor's POC, you will receive an email similar to the following indicating that your sponsor has submitted a request for visit on your behalf:



**New request for visiting FAA facility. Ref Number:I-2011-19**  
**InternationalVisitorProgram** to: **John Doe**

12/23/2011 09:38 AM

**Please respond to 9-AWA-API-International-VisitorProgram1**

[Show Details](#)

Dear Visitor,

You have been designated as coordinator for a visit request to an FAA facility. We now require information from you in order to process this request. The following link has been provided for your use for no longer than 10 business days. Please click the link to continue the FAA Visitor process. [FAA Visit Request Link](#)

PLEASE NOTE: Do not reply to this message. This is an automatically generated message and the sender email box is not monitored. This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, sensitive, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is prohibited. If you have received this communication in error, please notify the sender immediately and erase this message. Thank You.

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Internet Browser Recommendation: This site works best using Microsoft Internet Explorer, Version 7 or later.

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Click on the link provided to begin the process.

## INTERNATIONAL VISITORS PROGRAM

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### FAA Visitor Home Page

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Welcome to the FAA Visitors web site.

Please click on the **Visitor Registration** button below to enter the visitor details required to process and approve this request.

You must provide all information required and submit the request before any such request may be honored.

You have up to 10 days to complete the registration and submit the request.

If you do not SUBMIT the request within 10 days then you have to contact your FAA Sponsor to initiate the process again. This request will no longer be valid after 10 days.

[Click Here To Start Your Visit Registration](#)

**Screen:** Visitor Initial Registration Page  
**Who:** Visitor  
**Where:** Public: Accessed by clicking URL link with encrypted code, provided by e-mail.  
**Purpose:** This screen serves as a welcome screen and reminds you of the 10 day submittal period.

## INTERNATIONAL VISITORS PROGRAM

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### Visit Request Summary

Welcome to the FAA Visitors' registration page.

Your sponsor has already provided basic information to initiate the request.

Please complete all visitor information by clicking the **Add Info/Resubmit** button for each visitor below, or click the **Add Visitor** button to add a visitor. Note that there must exist at least one visitor to process.

Click the **Submit Request** button to submit the request for approval.

Please notify your sponsor if you notice that any information has changed or is inaccurate.

**Add Visitor**

No Visitor(s) added for this Visit Request. To add a Visitor, please click on the button above.

#### List of Facilities added for this Visit Request

Row #	State	Facility	Start Date	End Date
1	CONNECTICUT	Hartford Air Traffic Control Tower	5/7/2012	5/7/2012

**Submit Request**

Screen: Visitor Screen (if no visitors are entered yet)

# INTERNATIONAL VISITORS PROGRAM

## Visit Request Summary

Welcome to the FAA Visitors' registration page.

Your sponsor has already provided basic information to initiate the request.

Please complete all visitor information by clicking the **Add Info/Resubmit** button for each visitor below, or click the **Add Visitor** button to add a visitor. Note that there must exist at least one visitor to process.

Click the **Submit Request** button to submit the request for approval.

Please notify your sponsor if you notice that any information has changed or is inaccurate.

[Add Visitor](#)

### List of Visitors added for this Visit Request

Row #	Last Name	First Name	M.I.		
1	Roche	Pierre	L	<a href="#">Add Info</a>	<a href="#">Delete</a>
2	Michaud	Sylvie	Anna	<a href="#">Add Info</a>	<a href="#">Delete</a>

### List of Facilities added for this Visit Request

Row #	State	Facility	Start Date	End Date
1	CONNECTICUT	Hartford Air Traffic Control Tower	5/14/2012	5/15/2012

[Submit Request](#)

Screen: Visitor Screen (some visitors have been entered by Sponsor)

Who: Visitor's POC

Where: Public site, accessed only by an e-mailed link with encrypted key.

Purpose: This is the first screen that you will encounter when you click the link provided in the invitation e-mail. Note that there will be at least one Facility provided; this was entered by the FAA Sponsor during request initiation. You will also add new visitors to the request by clicking "Add Visitor" and proceeding to enter their information. You will also be able to view any visitors previously added and click "Add Info" to provide visitor contact and citizenship information. If this information has been entered already for the visitor, then the button will display as "Resubmit". You will be able to delete a visitor provided that there must be at least one visitor. The "Delete" button will not display if there is only one visitor. You will not be able to modify any Facility information.

When complete, click on “Submit Request” to submit the request for the sponsor to review and forward to the API Pending Request Queue for approval processing.

Note: Each visitor must have their information added either via “Add Visitor” or “Add/Resubmit” (for Sponsor-entered visitors) in order to submit the request for FAA review. The “Submit Request” button will not be enabled until all information is entered.

Also, you may enter information for only some of the visitors and finish any remaining visitor’s information at a later time by clicking on the link again. However, an individual’s full information must be entered to be saved.

As a reminder, please note that data is periodically stored internally to the FAA, therefore if you return later to an unfinished Visit Request, you may find that previously entered visitor information appears to be missing. This is to protect the security and confidentiality of that information, however, you do not need to re-enter this information; you may proceed to enter the remaining visitor’s information. Once finished entering data for all visitors, click the Submit Button. Once you have done this, you will no longer be able to access the record.

# INTERNATIONAL VISITORS PROGRAM

## Visitor Details

\* = required

First Name:

Middle Name:

Last Name:

\* Current Address 1:

Address 2:   
(Apt., Suite, Floor, etc.)

\* City:

\* State/Province:

\* ZIP/Postal Code:

\* Country:

\* Gender:  Male  Female

\* Date of Birth:    
(in mm/dd/yyyy format)

\* Birth City:

\* Birth Country:

\* Current Citizenship:

\* Passport Number:

\* Passport Issued By:

\* Passport Expiration Date:    
(in mm/dd/yyyy format)

Visa Type:

Visa Expiration Date:    
(in mm/dd/yyyy format)

\* Job Title or Position:

\* Name of Employer:

\* Employer Address 1:

Address 2:   
(Apt., Suite, Floor, etc.)

\* City:

\* State/Province:

\* ZIP/Postal Code:

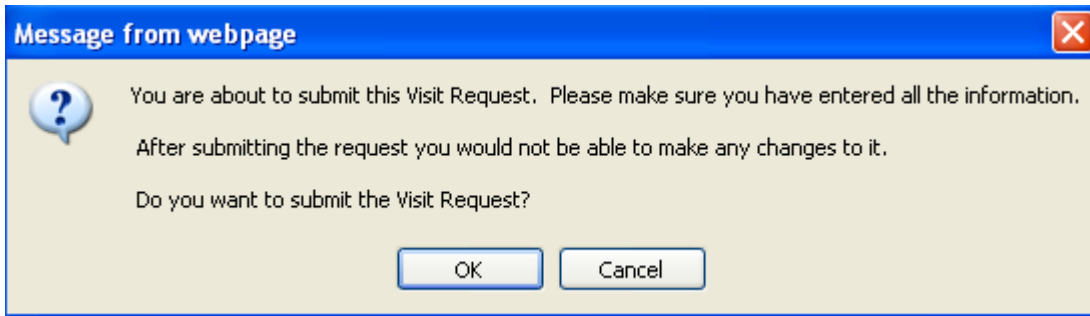
\* Country:

Type of Visit:  Official  Unofficial  Student

- Screen: Visitor Details Screen
- Who: Visitor Point of Contact
- Where: Public site, accessed only by an emailed link with encrypted key.
  
- Purpose: This is the screen you will access upon clicking on the “Edit” button of the Visitor Request Summary Screen. Please enter all data required (marked by a red asterisk) and click on “Save & Continue”. You will be taken back to the previous screen where you can continue this process for each visitor in the group. Note that the name of the visitor and the type of visit are protected fields; neither field can be modified.

Visit Request Submission by Point of Contact:

Once you click “Submit Request” from the Visit Request Summary Page, the following window will popup. You have the option of either submitting the completed visit request or not. By selecting the cancel button, you have the option of updating the visit information, but the 10 day period (from original initiation) to complete this registration still applies.



After clicking OK, the following screen shall display:

**INTERNATIONAL**  
VISITORS PROGRAM

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FAA Visitor Home Page

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Your visit request was submitted successfully. A confirmation email has been sent to your e-mail address.

You will get further email/s after processing of the visit request by FAA.

You will now have successfully completed entering the appropriate information. The Sponsor will be notified by e-mail to review the visit request and submit it for processing by the FAA. No further action is currently required of you. You will be notified to coordinate with your sponsor for any further details regarding the visit.