



**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
DOMESTIC WORKER NOTIFICATION OF ARRIVAL**

**Instructions:** Please email this form to [domesticworkers@state.gov](mailto:domesticworkers@state.gov) no later than 5 days after the arrival of a domestic worker employed by a mission member.

**Embassy/OAS Mission/International Organization**

Contact Name (

Telephone Number

Email

**Domestic Worker Information**

Surname

Given

PID Number

Date Visa Issued (

Visa Foil Number (

Date Arrived

City of First Entry to the United States

I-94 Expiration date

Duty Address

Will the domestic worker reside at the duty address?  Yes  No

If no, please provide his/her residential address.

Does the domestic worker speak English well?  Yes  No

If no, what is the preferred language of communication?

**FOR A-3 VISA HOLDERS IN THE WASHINGTON, D.C. AREA**

**In-Person Registration Program Appointment:** A domestic worker holding an A-3 visa must be registered by the Department of State's Office of the Chief of Protocol within 30 days of arrival in the United States. Upon receipt of this Notification of Arrival, the Office of the Chief of Protocol will email the Embassy with the next available registration appointment time. Embassies and/or individual employers are requested to facilitate the domestic worker's timely arrival for the scheduled appointment.

In-Person Registration appointments are generally conducted Tuesdays and Thursdays at the Department of State's Office of the Chief of Protocol located at 3507 International Place NW, Washington DC. Domestic workers should plan to arrive 5 minutes before their scheduled appointment time and bring the following three items:

1. her/his passport;
2. a copy of her/his signed employment contract; and
3. verification of a U.S. bank account in her/his name only.

More information on the registration process is available on the S/CPR website. Email queries regarding registration can be directed to [Domesticworkers@state.gov](mailto:Domesticworkers@state.gov).