

**ANNEX B-3:**  
**BIOGRAPHIC DATA FORM FOR CERTIFIED VISITORS**  
**(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)**

DIRECTIONS: In accordance with Section II, paragraph A.9., of the U.S. Army Military Attaché Guide, attachés shall complete this form for each visitor certified to the U.S. Army as a Personnel Exchange Program (PEP) participant, Foreign Liaison Officer (FLO), Standardization Representative (STANREP), Engineer and Scientist Exchange Program (ESEP) participant, Assigned Personal (AP), or Cooperative Program Personnel (CPP) participant. Attachés shall submit this form, as well as a full-body photo as .gif or .jpeg file, at least 30 days prior to the start of an extended visitor's visit start date by email to the following email address: [Certified.Visitors@mi.army.mil](mailto:Certified.Visitors@mi.army.mil). Embassies without email connectivity or without electronic photo files may send photos and biographies by diplomatic pouch to the Pentagon ATTN: DAMI-CDD.

**Biographic Data Form For Certified Visitors**

*POSITION NUMBER (For official use only):*

1. NAME OF COUNTRY:	2. FOREIGN VISIT REQUEST # (RVA #):	3. DATE OF INFORMATION (DD/MM/YYYY):
4. NAME (Full name in Roman letters)		5. CERTIFIED VISITOR (check the box)
		<input type="checkbox"/> Foreign Liaison Officer <input type="checkbox"/> Military Personnel Exchange Program <input type="checkbox"/> Engineer and Scientist Exchange Program <input type="checkbox"/> Standardization Representative <input type="checkbox"/> Cooperative Program Personnel <input type="checkbox"/> Assigned Program Personnel <input type="checkbox"/> Administrative and Professional Exchange Program (APEP)
6. RANK (or please note if individual is civilian)		a. Date of Rank (DD/MM/YYYY):
7. POSITION a. Assigned Position and Assigned U.S. Command		b. Date position will be assumed (DD/MM/YYYY):
c. If applicable, Name of Predecessor (person who previously held this position) and Rank (If not applicable, please note).		
8. CIVILIAN EDUCATION (List chronologically, dates (year), and locations. Schools in-country and abroad.)		9. PHOTO
		<i>Please do not paste photo to this form and scan form. Instead, please email a full-body .gif or .jpeg file photo in conjunction with this form.</i>

10. **MILITARY EDUCATION** (List chronologically, dates (years), and locations. Military schools, in-country and abroad.)

11. **MILITARY COMMANDS AND STAFF ASSIGNMENTS** (List chronologically, dates (years) and locations. Military schools, in-country and abroad.)