# 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 , 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: usarmy.pentagon.hqda-dcs-g-2.mbx.dami-cd-guardian@mail.mil. Embassies without email connectivity or without electronic photo files may send photos and biographies by diplomatic pouch to the Pentagon ATTN: DAMI-CDD.

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| **Biographic Data Form For Certified Visitors** | *POSITION NUMBER (For official use only):*  |
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| 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)* |
|  | *[ ] Foreign Liaison Officer**[ ] Military Personnel Exchange Program**[ ] Engineer and Scientist Exchange Program**[ ] Standardization Representative**[ ]  Cooperative Program Personnel**[ ]  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).* |
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| 8. CIVILIAN EDUCATION (List chronologically, dates (year), and locations. Schools in-country and abroad.) | *9. PHOTO*  |
|  | *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.* |

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| *10. MILITARY EDUCATION (List chronologically, dates (years), and locations. Military schools, in-country and abroad.)* |
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| *11. MILITARY COMMANDS AND STAFF ASSIGNMENTS (List chronologically, dates (years) and locations. Military schools, in-country and abroad.)* |
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