

**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 THE WORLD BANK GROUP**

Contact Name Latha Yadav

Telephone Number 202-458-8865 Email lyadav1@worldbankgroup.org

**Domestic Worker Information**

Surname Click here to enter surname. Given Click here to enter given name.

PID Number Click here to enter PID.

Date Visa Issued Click here to enter a date. Visa Foil Number Click here to enter text.

Date Arrived Click here to enter a date.

City of First Entry to the United States Click here to enter arrival port.

I-94 Expiration date Click here to enter I-94 date.

Duty Address Click here to enter residence of employer.

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

If no, please provide his/her residential address. Please provide.

Does the domestic worker speak English well?  Yes  No

If no, what is the preferred language of communication? Please provide.

**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).