

Mexico Travel Procedures for U.S. Department of the Interior Employees

Official Passport

- Required for all flights to and from Mexico.
- As soon as January 1, 2008, or as late as June 1, 2009 (pending action by the State Department and Department of Homeland Security), all travelers arriving by land or by sea will also be required to have a passport. Until then, photo identification (driver's license) plus proof of citizenship (birth certificate) are sufficient.
- Due to a backlog at the State Department, official passports should be requested at least 8 weeks in advance of travel.

Travel Authorization (TA)

- Required for each trip into Mexico.
- International travel cannot be conducted under an "Open TA".

Department of the Interior form 1175 (DI-1175)

- Required if travel involves an overnight stay in Mexico.
- An Annual DI-1175 can be approved for international travel for a specific project, to account for any number of trips for any length of time, for a period of one year from the date of approval. This applies to all of Mexico. However, country clearance from the U.S. Embassy will still be required for each individual trip (see country clearance guidance below). Some bureaus may have restrictions regarding this option.

Country Clearance from U.S. Embassy Mexico

- The U.S. Embassy in Mexico now requires cable clearance requests for every trip to Mexico, and must receive them at least one week prior to departure (this includes same-day trips).
- All requests for Embassy assistance should be through official cable channels.
- Bureau International Offices prepare cable clearance requests for Bureau staff. DOI International Affairs prepares clearance requests for Office of the Secretary staff.
- Clearance requests by fax are no longer accepted by the U.S. Embassy in Mexico.

National Security Council clearance

- Required for all travel to Mexico by Presidential political appointees approved by the Senate (heads of Bureaus and Assistant Secretaries or above).
- DOI International Affairs will prepare a memo to the NSC to obtain this clearance. At least one week prior to travel, please email the traveler's name, destination (country and cities to be visited), dates of travel, and reason for travel to Karen Senhadji at karen_senhadji@ios.doi.gov

Notes:

- *DOI Bureaus may have additional requirements. Please check with your Bureau International Office before travel.*
- *Some DOI Bureau International Offices have requested flexibility with the new passport and country clearance requirements. These are State Department regulations which must be observed by all U.S. Government employees. DOI International Affairs is seeking alternatives from the State Department, such as email notification, that would enable employees to travel on short notice while still keeping the U.S. Embassy and Consulates informed of their whereabouts in the event of an emergency. If such flexibilities are introduced, we will revise these guidelines accordingly and redistribute them.*