



**U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
PRE-NOTIFICATION OF A DOMESTIC WORKER (A-3 or G-5 Visa)**

**Instructions:** *A domestic worker may not apply for an A-3 or G-5 visa until a pre-notification is approved. Please email the completed form and a copy of the biographic pages of the domestic worker's and employer's passports to [DomesticWorkers@state.gov](mailto:DomesticWorkers@state.gov).*

**Embassy/OAS Mission/International Organization**

Contact Name for Domestic Worker Processing  
Telephone Number

Email

Has the Mission reviewed the domestic worker's employment contract?  Yes  No

**Approving Official** (Ambassador or Deputy Chief of Mission, or for IOs, senior HR official)

*The approving official has reviewed and authorized the proposed employment by a mission member of a sponsored domestic worker.*

Name

Title

Signature \_\_\_\_\_

Date

**Employer Information**

Surname

Given Name

PID Number, if available

What is the expected date of arrival for the employer?

Duty Office

Position Type

Rank/Title

Duty Assume Date

Visa Type

Does the employer currently employ any domestic workers?  Yes  No

If yes, please list their names, job function (*i.e.* chef, nanny, maid, etc.), and PID numbers.

**Domestic Worker Information**

Surname

Given

Gender  Female  Male

Job Function and Description of Duties

What is the expected date of arrival for the domestic worker?

Will the domestic worker reside in the employer's residence?  Yes  No

Does the domestic worker have any family relationship to the employer?  Yes  No

If yes, please describe the relationship.

Has the domestic worker ever been employed in the United States?  Yes  No

If so, when?

Has the domestic worker ever been issued a PID Number?  Yes  No

If yes, please provide.