



**CUSTOMS AND BORDER PROTECTION**  
**DEPARTMENT OF HOMELAND SECURITY**  
**JFK INTERNATIONAL AIRPORT**  
*(Fax # 718-553-0043)*

***Request for Immediate Attention by New York Based  
Foreign Consulates and Missions to the United Nations***

Date of Request:	Consulate/Mission/Office making the request:
Name[s], date[s]-of-birth, _____	
title[s], _____	
& US visa _____	
classification of _____	
passenger(s): _____	
Arrival Date: (mo/day/year) _____	Day of the week: _____
Airline: _____	Flight No.: _____
JFK terminal of arrival (# &/or name): _____	Point of departure (city/country): _____
Scheduled time of arrival at JFK: _____	
Submitted By (name & title): _____	Signature of requester _____
Voice telephone #: _____	Fax telephone #: _____
Names and titles of meeter/greeters _____	
<b>(no more than two [2])</b> _____	
Reason for request &/or remarks, if any: _____	
<b><u>For CBP use only ***Do not write below. This area is for the completion by CBP Deputy Chief/Watch Commander or higher Passenger Operations Division***</u></b>	

APPROVED: _____	DENIED: _____
Log No. _____	Reason for denial/Comments: _____

**\*\*\*EXAMINE AS NECESSARY\*\*\***

<b>PROCESSING INFORMATION (CBP Use Only)</b>	
CBP Officer: _____	Initials: _____
Date: _____	Time: _____

## Guidelines

- Please use the attached form for IA (“Immediate Attention”) requests.
- In addition, the guidelines below must be followed.
- Note that electronic (e-mail) submissions are not accepted at this time-- only fax requests.
- Complete, endorse and fax the form for each IA request to 718-553-0043.
- Requests are for official consulate/embassy/UN mission, government business only (NOT for entertaining IAs for personal visits by friends/family of consulate/embassy/UN mission non-executive employees);
- Requests must be received by our office not less than 48 hours prior to the arrival of the flight, but not more than four days prior to the arrival of the flight;
- Limit of two FIS passes for official meeters/greeters;
- No gate access.
- Once again, electronic submissions are not accepted at this time.