

## United States of America Embassy Singapore

### GLOBAL ENTRY INTERVIEW REQUEST FORM

1. Request Date (MM/DD/YYYY):	
PLEASE COMPLETE FORM. FILL IN INFORMATION AND MARK "X" IN [ ] WHERE APPROPRIATE. THANK YOU.	
2. Interview Appointment Request:  Global Entry New Application [ ]  Global Entry Record Updates [ ]	
3. Applicant Full Name (as in Passport):	4. Gender - Male (M)/ Female (F):
5. Currently residing in Singapore: [ ] Mobile phone no.: +(65)-	6. Email address:
7. Date of Birth (MM/DD/YYYY): Age 18 years old and above: YES [ ] or NO [ ] *  *If NO, provide a legal Guardian/ Parent's name:	
8. U.S. Citizen : [ ] or U.S. Lawful Permanent Resident : [ ]	
9. Global Entry Membership No. (9 digits):	10. Global Entry Application ID (7 digits):
11. Date Conditionally Approved by GOES (MM/DD/YYYY) :	
12. Provide a valid appointment scheduled on-line at any U.S. Enrollment Center.	
12.1. State the U.S. Enrollment Center :	12.2. Scheduled Interview Date at the U.S. Enrollment Center (MM/DD/YYYY) :
13. Remarks, if any (e.g. upcoming travel dates to U.S.):	

Please submit request form to email address at [globalentrysingapore@state.gov](mailto:globalentrysingapore@state.gov)

## INFORMATION AND INSTRUCTIONS

U.S. Embassy Singapore is **not** an official Enrollment center for the Global Entry program, we provide **Global Entry Interviews** at the Embassy as an accommodation, subject to **terms and conditions (\*)** applied below.

*\* You must be a U.S. Citizen or Lawful Permanent Resident (LPR). You can apply for your children under the age of 18, but they must be accompanied by at least one parent or legal guardian at the interview.*

*\* You are legally residing in Singapore and have encountered difficulties in arranging or completing an interview at the U.S. airports.*

*\* You must complete the following actions, before you put up a request for an interview appointment at the U.S. Embassy Singapore:*

- ✓ You have submitted the Global Online Enrollment System (GOES) application and have paid the USD 100 non-refundable application fee*
- ✓ You have obtained the conditional approval letter notification and an application ID.*
- ✓ You have scheduled an appointment online at one of the U.S. Enrollment centers within 30 days of being conditionally approved.*

### *What you need to bring to the interview:*

- U.S. Citizens must bring your valid U.S. passport (or passports if you have more than one). If you are a Lawful Permanent Resident (LPR), you must present your permanent resident card (green card).
- Each Interviewee is required to bring an additional photo ID card (such as a driver's license or any photo ID) to exchange for a temporary entry badge at the Embassy security guard desk, before you step into the Embassy lobby. Children will show their passport ID at the guard posts and will keep their passports for the Global Entry Interview.
- Families will be interviewed in one meeting as children under the age of 18 must be accompanied by at least one guardian or parent who has legal custody of the children, and are required to provide copies of the legal custody documents (e.g. Birth Certificate, Notarized letter etc.).

## HOW TO FILL IN THE GLOBAL ENTRY INTERVIEW REQUEST FORM

1. **Request Date (MM/DD/YYYY):** The date which you submit your Global Entry Interview Request form via email to: [globalentrysingapore@state.gov](mailto:globalentrysingapore@state.gov).
2. **Interview Appointment Request:** Please mark with "X" to indicate your requested appointment is for a new Global Entry Application, OR is for updating of Global Entry records.
3. **Applicant Full Name (as in Passport):** Please provide your Full Name as shown on your Passport or LPR (green card) i.e. First (Given) Name, Middle Name and Family Name.
4. **Gender (M/F):** Please state your gender i.e. "M" for Male OR "F" for Female.
5. **Currently residing in Singapore:** Please mark with "X" as confirmation that you are currently residing in Singapore legally. **Mobile phone no. +(65):** Please provide a Singapore mobile number where you can be reached, if in case we need to contact you regarding your appointment.
6. **Email address:** Please provide your email address for correspondence, relating to your Global Entry Interview Request.
7. **Date of Birth (MM/DD/YYYY):** State your date of birth. **Age 18 years old and above (YES/NO):** Please mark with "X" to indicate (YES/NO). **If NO, provide a legal Guardian/ Parent's Name:** Please provide the name of a legal guardian or parent who will accompany your children (age under 18 years old) at the interview.
8. **U.S. Citizen or U.S. Lawful Permanent Resident:** Please mark with "X" where appropriate. Applicant must be either a U.S. Citizen or U.S. Lawful Permanent Resident (LPR or green card) holder, regardless of age.
9. **Global Entry Membership No. (9 digits):** Your Global Entry Membership number.
10. **Global Entry Application ID (7 digits):** Your Global Entry Application ID in [GOES](#).
11. **Date Conditionally Approved by [GOES](#) (MM/DD/YYYY):** Provide the date you received conditional approval from GOES. *(Note: The action of scheduling an online appointment needs to be completed within 30 days of being conditionally approved, as the GOES will auto-cancel the application if an online appointment has not been made at one of the U.S. Enrollment centers.)*
12. **Provide a valid appointment scheduled on-line at any U.S. Enrollment Center in GOES.**

This is not an option. You **must** schedule an online interview appointment at any of the U.S. [Enrollment Center](#) in GOES. The U.S. Embassy Singapore is **not** an official enrollment center and is unavailable for on-line appointment scheduling in GOES.

  - 12.1 **State the U.S. Enrollment Center:** State name of the U.S. Enrollment center which you have scheduled for an online appointment.
  - 12.2 **Scheduled Interview Date at the U.S. Enrollment Center (MM/DD/YYYY):** Provide the appointment date you have scheduled online at the U.S. Enrollment Center. *(Note: Recommended to be 2-3 months away from the day you submit your Global Entry Interview Request form. Your application must stay valid in the Global Entry system until you are granted and have completed your interview at the U.S. Embassy Singapore.)*
13. **Remarks, if any:** Interview appointment requests will be considered and granted on a case-by-case basis, on Wednesdays (from 9am to 12noon). For instance, we would take into consideration your upcoming travel dates to U.S., when we manually schedule and offer you an interview appointment at the U.S. Embassy Singapore.