**Get it Right *Before* Flight**

**Create Profile in Helipass**

**2**

# Planning Your Journey Offshore

**Obtain Requirements to Work in the Gulf of Mexico**

**1**

**Travel Planning Timeline**

**\* ESTA (Visa Waiver) -only for executive/senior manager visitors with valid I-94 record**

* Business visitor without visa (Visa Waiver Program).
* Permitted to visit as part of VIP/leadership visits.
* Not eligible for TWIC; must be accompanied by TWIC-carded personnel
* Tours by VIPs must be approved by BP/Legal

**\*Valid Visa + LOD/LOE**

**(LOE is treated same as LOD)**

**\*Canada**

**Unexpired I-94 required/or I-797 notice extending I-94 record;**

***Note:*** Canadian passport holders do not have visa stamps. Canadians may present I-94 records as proof of work authorized status or B-1 business visitor status

**\*\*Mexico**

**Valid**

**Visa required with I-94 Record**

**Canadian/Mexico TN must present valid Passport**

**AND**

**Non-citizen authorized**

**to work in the U.S. must present valid**

**Foreign Passport**

**AND**

**AND**

**US citizens must present**

**Valid State Driver’s License or US Passport, and TWIC (LOD not needed)**

**Valid US Green Card / Valid Immigrant Visa**

**\*valid passport recommended**

**Non-Citizen Permanent Resident must present\***

## At least 3 months before travel

|  |  |
| --- | --- |
|  |  |
|  |  |  |
| **Non-citizen Nationals*** American Samoa
* Guam
* Puerto Rico
* US Virgin Islands
* Commonwealth of the Northern Mariana Islands (CNMI)
* Micronesia
* Republic of Marshall Islands
* Republic of Palau

*LOD is not needed* |  | **Naturalized citizens** |
|  |

May include the following

* Get/update all requirements for working in GoM
* All immigration related documents (passports, green cards, visas, I-94 records and/or I-797 extensions or change of status documents, EAD/AP cards, green cards/immigrant visas) must be unexpired on the day of offshore travel and upon return

|  |
| --- |
| **BP-approved Visas to Work Offshore Must Present Valid Passports, Visas and I-94 records for the following categories:** |
| **Type** | **Description** |  |
| EAD( I-766) AND I-512 Advance Parole Document | Employment Authorization Document (I-766) with I-512 Advance Parole Authorization (these are foreign nationals with pending green card applications , TPS or Asylum Seekers)) |  |
| B-1 OCS | Valid Visa stamp endorsed as “B-1 OCS”) to attend meetings or perform short-term work offshore. |  |
| E-1, E-2, E-3 | Treaty traders, investors, Australian Treaty |  |
| F -1 OPT/STEM, F-1 MARAD | Students with work permission (EAD), Students Marine Academy, or persons sponsored by MARAD |  |
| H-1B, H-1B1 | Non-immigrant Work Visa, specialty occupations sponsored by employer |  |
| I |  Represent a foreign information media outlet nformation media) |  |
| J-1 | Enrolled in U.S. Marine Academy |  |
| L-1, L-1B, L-1A | Executive, managerial or specialized professional |  |
| L-2, E-2-D, E-3-D | Spouse of L-1 and E-visa holders |  |
| M-1 | Marine Academy student |  |
| O-1 | Science, arts, athletes, entertainers |  |
| R-1 MARAD | Religious workers |  |
| \*TN1 Canada | Trade NAFTA Visa Classification – I-94 for Canadians only |  |
| \*\*TN2 Mexico | Trade NAFTA Visa, Mexican citizens require visa  |  |
| Tribal Letter | First Nations (Canadian) with required passport |  |

* **Be prepared to bring physical immigration documents to travel**
* Allow 6-8 weeks to acquire a TWIC
* **Letters of Determination (LODs), Letters of Exemption (LOEs) or Letters of Non-applicability (Vessel exemption) are required, where applicable, for all foreign nationals except US citizens, US Green Card Holders and VIP executive visitors who are exempted.**

**As of January 1, 2014, BP employees are required to have a valid TWIC to travel to any BP offshore asset**

## At least 4-6 weeks before

**travel**

|  |
| --- |
| √ - Requirement for ALL Travelers ϴ - Optional for Contractors ● – Requirement for BP Employees □ – Requirement for Contractors **○ –** Optional for Foreign Nationals |
| **US Citizens** | **Production Platform** | **Vessel (Boat or Rig)** |
| US Passport OR US State Issued Driver’s License OR ID Card | 🗹 | 🗹 |
| HUET or THUET with CA-EBS  | 🗹 | 🗹 |
| Offshore Readiness Program (e-learning module) | 🗹 | 🗹 |
| TWIC Certification | 🗹 | ● ϴ |
| SafeGulf Training, OPITO IMIST or RigPass | □ | □ |
| ISN Card  | □ | □ |
| Background Screening | □ | □ |
| **Permanent Resident (Green Card Holder)** | **Production Platform** | **Vessel (Boat or Rig** |
| Valid Green Card and all requirements for US Citizens | 🗹 | 🗹 |
| **Foreign Nationals (Non-resident)** | **Production Platform** | **Vessel (Boat or Rig)** |
| Valid Foreign Passport | 🗹 | 🗹 |
| Non-Immigrant Visa or Other Travel Document | 🗹 | 🗹 |
| Letter of Determination (for Non-residents or Non-immigrants) | 🗹 | 🗹 |
| US State Issued Driver’s License OR ID Card  | **○** | **○** |
| HUET or THUET with CA-EBS  | 🗹 | 🗹 |
| Offshore Readiness Program (e-learning module) | 🗹 | 🗹 |
| TWIC Certification | 🗹 | ● ϴ |
| SafeGulf Training, OPITO IMIST or RigPass | □ | □ |
| ISN Card | □ | □ |
| Background Screening | □ | □ |

* Get registered by Focal Point
* Finish all required training
* Send training certifications to bpgomlogistics@bp.com
* Verify all travel requirements are current in the system

**At least 2 weeks before travel**

* Make reservation

**Make 2-Week Advance Reservation**

**3**

## At time of reservation

* Submit any exception requests, if needed

**Reservation Completed BP Security approval required for exceptions**

****

* Background Screening

\*OIM/WSL approval required for TWIC and ISN waivers

## Day of travel

**Check-in at Heliport with These Required Physical Documents**

**4**

* Bring required physical documents with you to Heliport

**US Citizens and US Green Card Holders**

Passport *-or-*

U.S. state-issued driver’s license or ID card

 Valid US Passport or Valid Driver’s License

 Valid US Green Card

TWIC card required for all BP personnel

For all non-BP employees, TWIC cards are required for offshore production platforms

LOD is not required

**Foreign Nationals**

Passport

LOD or LOE plus:

Valid Visa in permissible categories listed at Section 1, Valid Foreign Passport and I-94 Record

TWIC card required for all BP personnel

For all non-BP employees, TWIC cards are required for offshore production platforms