

3/25/09

PASSPORT OFFICE (202) 208-5292

FAX: 202-219-9822

# REQUEST FOR OFFICIAL PASSPORT VISA

Please provide pertinent information for obtaining your official passport and visa. **Please type or print clearly!!!**

FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

GRADE/TITLE \_\_\_\_\_

BUREAU \_\_\_\_\_

**BUSINESS ADDRESS (Note: Do not use P.O. Box, as this office uses Federal Express for mailing).**

\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

DESTINATION \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN \_\_\_\_\_

PURPOSE OF BUSINESS \_\_\_\_\_

\_\_\_\_\_ HAVE NEVER HAD ANY PASSPORT.

**Note: The employee's Most Current Passport Must Be Presented as Proof of Citizenship. If most current passport is more than 15 years from the ISSUE date, Please List Anyway.**

\_\_\_\_\_ HAVE A TOURIST PASSPORT, WHICH EXPIRES \_\_\_\_\_.

\_\_\_\_\_ HAVE OR HAS HAD AN OFFICIAL PASSPORT # \_\_\_\_\_, WHICH EXPIRES \_\_\_\_\_ OR A DIPLOMATIC PASSPORT # \_\_\_\_\_, WHICH EXPIRES \_\_\_\_\_.

\_\_\_\_\_ OFFICIAL PASSPORT IS ON FILE IN INTERIOR PASSPORT OFFICE: PLEASE OBTAIN ANY NECESSARY VISA (S), IF NEEDED.

**OFFICIAL PASSPORT MUST BE RETURNED TO THE INTERIOR TRAVEL OFFICE WHEN TRIP IS COMPLETED.**