

U.S. Department of the Interior Request for Official Passport and/or Visa

Please complete and send to: Office of International Affairs, Attn: Passports and Visas Division, Room 3555, 1849 C. Street, N.W. Washington, DC 20240, or via fax at 202-219-9822. (Please do not email completed forms as they contain personally identifiable information.)

Full Name _____

Date of Birth _____

Place of Birth _____

Grade and Title _____

DOI Bureau _____

Business Address (Please provide physical address for Federal Express delivery. No P.O. Box.)

Email Address _____

Phone and Fax _____

Travel Destination _____

Date of Departure _____ Return _____

Trip Purpose _____

Choose from the following list:

I have never had **any** type of passport.

I have a **tourist Passport or Passport Card** (circle one), Passport Number _____, which expires/expired on _____.

I have an **Official or Diplomatic Passport** (circle one), Passport Number _____, which expires/expired on _____.

My Official Passport is already on file with the Office of International Affairs Passports and Visas Division. Please obtain necessary visa(s), if needed.

Note: The employee's most recent passport (Official, Diplomatic, or tourist) must be physically presented as proof of citizenship. Alternatively, a birth certificate may be provided, but additional processing may be required. Please check here if you would like to utilize a birth certificate instead.

YOUR OFFICIAL PASSPORT IS U.S. GOVERNMENT PROPERTY AND MUST BE STORED AT THE U.S. DEPARTMENT OF THE INTERIOR ACCORDING TO CONTROLS ESTABLISHED BY THE STATE DEPARTMENT. IT MUST BE RETURNED TO THE OFFICE OF INTERNATIONAL AFFAIRS ONCE YOUR TRIP IS COMPLETED.

Questions? Please visit our website: <https://www.doi.gov/intl/oia-passport-and-visa-division> for more information or to schedule an appointment. Alternatively, messages can be directed to: passports@ios.doi.gov or 202-208-5292.