

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

Please type the following information to obtain an Official Passport and/or visa. Completed forms can be sent to: Office of International Affairs, Attn: Passport Office, Room 3555, 1849 C. Street, N.W. Washington, DC 20240, or via fax at 202-219-9822. (Please do not email completed forms).

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 _____

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**, 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 Passport 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. Even if it has expired, and is more than 15 years from the date of issue, please list here.)

PLEASE NOTE: 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/PASSPORT OFFICE ONCE YOUR TRIP IS COMPLETED.

Questions? Please call us at (202) 208-5292 or email us at passports@ios.doi.gov