

Procedures for Obtaining an Official Passport for Employees Who Have a Valid Passport

- **Official passports.** Official passports are issued to federal employees for use during international travel for official business purposes. They are valid for five years.
- **Valid passports.** Valid passports are those issued to U.S. citizens in their individual capacity by the U.S. Department of State (DOS) within the last 15 years. Such passports that were issued between 10 and 15 years prior are expired, but remain “valid” for the purposes described below.

If an FCC employee has a valid passport, but does not have an official passport for work travel, they must follow the steps below in order to obtain an official passport prior to travel. It is recommended that a request for an official passport is received two months prior to the international travel to ensure that the official passport is received in time.

1. The bureau’s or office’s (B/O) Travel Approver (i.e., Assistant Bureau Chief (ABC), Chief of Staff (COS), Bureau or Office Chief, etc.) or the FCC traveler contacts the Office of Managing Director’s Financial Operations, Travel & Operations Group (TOG) staff by telephone or email (Tamara Baxter, Karina Aguirre, Tim Dates, James Lyons, or Eric Figueroa) providing the FCC traveler’s name, travel location, date of travel, and indicating that the FCC traveler needs to obtain an official passport.
2. TOG then emails the FCC Form A-345 (Request for Issuance or Renewal of an Official Passport) to the FCC traveler to complete and sign, copying the Travel Approver on that communication. The FCC Form A-345 is an internal FCC form and requires basic information related to the employee and their travel (i.e., full legal name, bureau/office, duty station address, travel information, etc.). An employee who is traveling to more than one location is only required to list their first travel location.
3. After the FCC traveler completes and signs the FCC Form A-345, the FCC traveler sends it to their Travel Approver for signature. The Travel Approver must then forward the completed FCC Form A-345 to TOG copying the FCC traveler.
4. TOG then emails the FCC traveler the link on DOS’s website, [Request an Official Passport](#), to complete the online application for an official passport (DS-82, U.S. Passport Renewal Application for Eligible Individuals) along with instructions for completing the online official passport application. FCC travelers must comply with the photo requirements on the website. TOG also prepares an official passport request memo for review and signature by the FCC’s Financial Operations Passport Control Officer (PCO) (Jim Lyons), based on the information provided by the FCC traveler on the FCC Form A-345.
 - a. For FCC travelers located in the Washington, D.C. area: Once the FCC traveler completes the online application to obtain an official passport, they must print out and sign the application. The FCC traveler then takes their completed and signed official passport application and photocopy of their valid passport to the TOG drop box located at FCC Headquarters, Room 3.142. After the PCO approves and signs the official passport request memo, TOG prepares the FCC traveler’s application package for an official passport (which includes the signed official passport request memo, the completed and signed application for an official passport, and a photocopy of the FCC traveler’s valid passport) and hand-delivers the official passport application package to the Passport Acceptance Agent at the Special Issuance Agency (SIA) located in DOS at 600 19th St., NW, South Entrance, Washington, D.C.
 - b. For FCC travelers located outside the Washington, D.C. area: TOG will email the FCC traveler the official passport request memo and a UPS mailing label. Once the FCC traveler completes the online application to obtain an official passport, they must print out and sign the application. Once completed, the FCC traveler will mail their application package (including the signed official passport request memo, the completed and signed application for an official passport, UPS mailing label, and a photocopy of the FCC traveler’s valid passport) directly to SIA at the U.S. Department of State, Special Issuance Agency,

CA/PPT/SIA, 44132 Mercure Cir., P.O. Box 1185, Sterling, VA 20116-1185. TOG will not hand-deliver the renewal application package to SIA.

5. An FCC traveler can check the status of their request for an official passport at [Request an Official Passport](#).
6. When the official passport is complete: (1) TOG will go to SIA to pick-up the official passport on behalf of the FCC traveler and make arrangements with the FCC traveler to pick up the official passport or (2) SIA will mail the official passport to the FCC traveler if located outside the Washington, D.C. area.
7. The FCC traveler can submit an A-1164 for reimbursement for any fees associated with this process. A fee reimbursement cannot be requested on a travel voucher.