REQUEST FOR OFFICIAL PASSPORT

TO

Department of State
US Passport Office
FIA Division
1111 19th Street, NW; Room 350
Washington, DC 20522

TYPE OF REQUEST

☐ ISSUED FOR THE FOREIGN TRAVEL DESCRIBED BELOW

☐ REVALIDATED

NAME OF EMPLOYEE

FIRST NAME	MIDDLE NAME	LAST NAME

TITLE

TYPE OF TRAVEL

☐ TEMPORARY DUTY ☐ CHANGE OF OFFICIAL STATION

DATE OF DEPARTURE FROM UNITED STATES

DATE OF RETURN TO UNITED STATES

COUNTRY TO BE VISITED

INCLUSIVE DATES

PURPOSE OF TRAVEL

ADDITIONAL INFORMATION FOR CHANGE OF OFFICIAL STATION

TYPE OF CHANGE *(Check appropriate box)*

☐ NEW ASSIGNMENT ☐ REPLACEMENT

NAME OF EMPLOYEE BEING REPLACED

DEPENDENTS AUTHORIZED TO TRAVEL

FULL NAME	RELATIONSHIP	DATE OF BIRTH	PLACE OF BIRTH