

Official Passport Action Request

For Issuance and Renewals Only

Part A Action Requested (REQUIRED)

Issuance of Official Passport Renewal of Official Passport

Part B Employee Information (REQUIRED)

Name of Traveler (First Name, Middle Name, Last Name, Suffix)		Date of Birth (mm/dd/yyyy)	Place of Birth (City, State or Country)	
Official Title of Traveler		Grade	Social Security No.	
Agency and Area Name		City	State	
Email Address				

Part C Official Passport Information (REQUIRED) *LEAVE BLANK IF NO PREVIOUS PASSPORT*

Official Passport Number	Expiration Date
UPS TRACKING INFORMATION FOR PACKAGE(S) TO FMAD-TRAVEL	TRACKING NUMBER:

Part D Personal Information (REQUIRED)

Male Female Marital status: Married Single Divorced Separated Widow(er)

Home Address:	
City, State Zip Code:	
Home Phone Number:	Cell Number:

Part E 24/7 US Emergency Contact Information (FAMILY MEMBER OR FRIEND) (REQUIRED)

Name:	Relationship:
Address	
City, State Zip Code:	
Phone Numbers (Home / Cell / Work)	

Part F Purpose of Visit (REQUIRED)

Purpose of Visit ~ CRITICAL FOR RENEWAL:

Part G Travel Itinerary (REQUIRED)

Destination Country	Destination Cities	Start Date	End Date

Part H US Office Contact Information (REQUIRED)

USDA Agency / US Contact Name / Phone Number / Email:
