

INSTRUCTIONS FOR PROCESSING A GOVERNMENT PASSPORT

- **NEW OR RENEWAL PASSPORTS (EXPIRED OR EXPIRING PASSPORT)**

To use the DS82, traveler must possess an existing government passport (Brown/preferred) or personal passport (Blue) for identification purposes. Expired passports are good for 15 years from the date of issue.

Application for U.S. Passport by Mail

GUIDANCE UNTIL TRAVEL RESTRICTIONS ARE LIFTED

Passports can only be renewed if there is a “real” trip planned. *NO CANADA TRIPS (GENERIC)* are being allowed at this time.

- Processing a passport **WILL NOT** be accepted without MWA approval.

1. CREATE PORTAL TICKET. (One Portal ticket per passport until issued.)

- **UPLOAD** - documents needed for MWA Director’s approval to move forward.
 - Passport Processing Request Memo to FMAD, *Exhibit A*,
 - Once Passport Processing Request Memo is approved, approved Memo will be uploaded to the Portal Ticket, with an email to Location acknowledging approval.
 - ARS Mission Critical Travel Request Form, *Exhibit K*,
 - Once the ARS Mission Critical Travel Request Form is approved, approved Memo will be upload to the Portal ticket, with an email to Location acknowledging approval.
- **If approved, we can proceed with passport renewal or new issuance.**

2. UPLOAD INTO PORTAL TICKET.

- a. Passport, government preferred *or*,
Traveler Arranger would obtain government passport from Location Passport Custodian.
OR, IF APPLICABLE
- b. Personal Passport, if no government passport, **upload color copy** of personal passport,
- c. SF50, If **TERM** or **New Hire** employee, U.S. Department of State requires that travelers submit the most recent SF-50 with the application package. **TERM** employees **MUST HAVE** a NTE date of one year or greater to apply for a government passport, if less than one year, U.S. Department of State will not process. Also, do not use white-out or ink to correct the pdf document, nor can the PDF be reused for future travelers. This will prolong the application process and the application will be returned to FAS-ITS.
 - Complete SF-50 can be request from your Location's HR representative.
- d. Passport Processing Request form (to FMAD from Area Office), **APPROVED**,
- e. ARS Mission Critical International Travel Request form, **APPROVED**,
- f. New Passport Request form (to FAS, Kenneth Vernon), **SIGNED BY TRAVEL SPECIALIST, Exhibit E**,
- g. DS82, **Exhibit F**, instructions, **MUST BE** completed online and printed, with bar code.
 - Wait for notification from Travel Specialist to sign DS82, date **must not** be older than 10 days or State Department with reject, **current date, with "ink" signature, no electronic signatures, one sided copy, no double side copies.**
- h. Passport Photo, with traveler's name on the back, **Exhibit G**,
- i. OPAR-B, **Exhibit H**,
- j. UPS Airbill from Location to FAS (airbill **must include** email address of Travel Specialist to receive updates on shipping information while in transit),
Reference Field: Please include traveler's last name, **DO NOT** put the word
PASSPORT
 - USDA, ARS, FMAD, TPSB
Attn: Mr. William Hardin, Travel Team Lead
George Washington Carver Center
L.2 – 1 – WS-1006
5601 Sunnyside Avenue
Beltsville, Maryland 20705
Office 301/837-8736
Work Cell 240/397-0294
William.Hardin@usda.gov
- k. UPS Airbill from FAS to Location (for passport to be returned to Location, **must include** email address of Travel Specialist to receive updates on shipping information while in transit), same as Exhibit I but the to/from fields are reversed,

3. ASSIGN PORTAL TICKET TO UNCLAIMED MWA TRAVEL QUEUE, WHERE TRAVEL SPECIALIST WILL PICK UP AND WORK TICKET.

4. Once MWA Travel Specialist reviews the documents, Travel Specialist will send a notification back (through Portal Ticket) to Travel Arranger to mail all the documents to FAS for passport renewal. **PLEASE WAIT FOR THE EMAIL BACK FROM TRAVEL SPECIALIST AUTHORIZING SHIPMENT TO FAS.**

5. INCLUDE IN THE PACKAGE SHIPPING TO FAS:

- Passport, government (Brown-preferred), submit actual passport book *or*,
- Personal Passport if personal passport, just include color copy of passport,
- SF50, if TERM or New Hire employee.
- New Passport Request form (to FAS, Kenneth Vernon), signed,
- DS82, original, one sided copy, no double side accepted, signature in “ink”, current date, with bar code.
- OPAR B,
- (2) Passport Photos, with traveler’s name on the back,
- UPS Airbill from FAS to Location.

NOTE: Please remember FAS **does not** have access to our Portal Tickets so a copy of all documents is helpful.



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

DATE:

RE: Passport Processing Request

TO Kirk Wilbur
Branch Chief, AFM/FMAD/Travel Policy and Systems BranchTHROUGH: William Hardin
Travel Team Lead, AFM/FMAD/TPSB

FROM

Area Director

is requesting issuance or renewal of an Official Passport in order to attend the following international meeting, conference, training or event in the FY 2022 travel year:

EVENT NAME:

ATIS MEETING #:

DATES: From: To:

LOCATION:

I fully support this request and have approved to attend the meeting or event described above, which will require a valid Official Passport.

Please proceed with the passport issuance/renewal.

Supervisor/RL/CD

Office of the Director, Midwest Area
1815 North University St.
Peoria, IL 61604

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EXHIBIT C

Traveler:

Travel Year:

Title:

Phone:

Begin Trip Date:

End Trip Date:

Duration:

Project Number:

Team Leader:

Duty Station

Locn Priority:

ModeCode:

Area Priority:

Accounting Code:

Current Net Locn:

Agency Cost:

Contributed Cost:

Total Trip Cost:

Remarks: Comments/Remarks Example:
Depart US: xx/xx/xxxx, Arrive (foreign country): xx/xx/xxxx
Meeting Dates: xx/xx - xx/xxxx

Leg Code: Depart (foreign country): xx/xx/xxxx
Personal days: xx/xx - xx/xxxx (if taking any)

City:

Begin Date:

Country:

End Date:

Purpose:

Funding:

Purpose Narrative:

International Meeting Number:

Meeting Begin Date:

Title:

Meeting End Date:

Signatures:

<u>Title</u>	<u>Approving Official</u>	<u>Date</u>	<u>App/Disapproved</u>
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Research Leader:

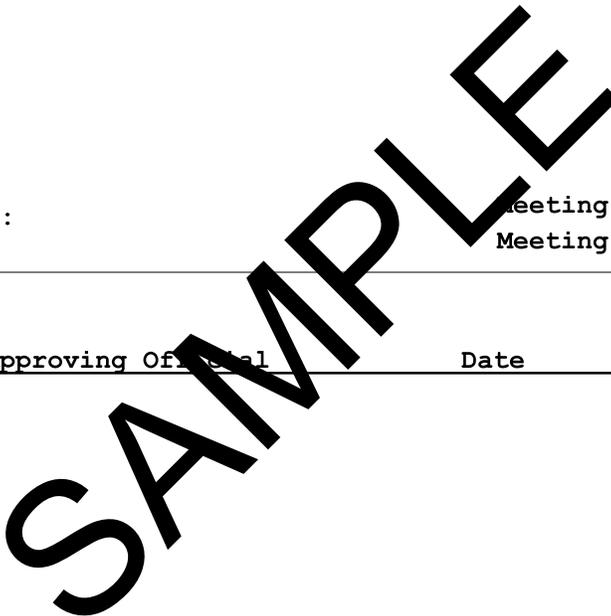
CD/LD/DAD:

Area Director:

NPL / AFM / PM:

Deputy Admin.:

Administrator:



Foreign Travel Request Form

Revised 06/2016

Make copies of this form and complete ALL information for EACH leg of the trip.

TRAVELER NAME:	
CITY/COUNTRY:	
TRAVEL DATES:	
NAME OF MEETING:	
DATES OF MTG:	
TITLE OF PAPER:	

SELECT ONE FROM EACH BOX BELOW:

PURPOSE CODE:

- 01 PRESENT PAPER AT INTERNATIONAL MEETING
- 02 ATTEND INTERNATIONAL MEETING WITHOUT PRESENTING PAPER
- 03 TRAINING
- 04 SUPPORT ARS RESEARCH PROGRAM
- 05 TRAVEL OF FOREIGN BASED PERSONNEL TO SUPPORT ARS PROGRAMS
- 06 SUPPORT OTHER USDA AGENCIES
- 07 SUPPORT OTHER FEDERAL AGENCY
- 08 REQUESTED BY NON-GOVERNMENT ORGANIZATION
- 09 REQUESTED BY INTERNATIONAL ORGANIZATION

FUND SOURCE:

- 01 ARS APPROPRIATED FUNDS
- 02 REIMBURSEMENTS FROM OTHER USDA AGENCIES
- 03 REIMBURSEMENTS OTHER FEDERAL AGENCIES
- 04 PAYMENT IN KIND OR FUNDS FROM NON-GOVERNMENT SOURCES
- 05 SPECIAL FOREIGN CURRENCY
- 06 PASA FUNDS (AID PROJECTS)

ORGANIZATION TYPE:

- 01 OTHER USDA AGENCY
- 02 OTHER FEDERAL GOVERNMENT AGENCY
- 03 FOREIGN GOVERNMENT ORGANIZATION
- 04 INTERNATIONAL ORGANIZATION/ASSOCIATION
- 05 FOREIGN UNIVERSITY
- 06 AMERICAN UNIVERSITY
- 07 AMERICAN NON-PROFIT ORGANIZATION/ASSOCIATION
- 08 PERSONAL FUNDS
- 09 FOR PROFIT ORGANIZATION/ASSOCIATION

COMPLETE INFORMATION IN EACH OF THE BLOCKS LISTED BELOW:**PAYMENT IN KIND SPONSOR DETAILS**

If the trip will be sponsored, please insert the complete name, address, and phone number of the entity and list what the sponsor is offering to pay (airfare, lodging, etc.). A letter of offer will also need to be provided to request approval.

NAME:

ADDRESS:

PHONE NUMBER:

Attach the letter of offer with details of WHAT exactly are they offering to pay (airfare, meals, lodging, etc.) and HOW are they planning to pay (payment in kind or reimbursable).

PURPOSE OF TRAVEL:

The "Purpose of Travel" is all about the traveler, what they hope to gain/learn from attending this event or research work.

Sufficient Response:

Present at the CO2 Assimilation in Plants: Genome to Biome. Information to include basic plant research related to photosynthesis, including the regulation, partitioning, and engineering of carbon assimilation. The 2011 conference will also emphasize the central role of carbon assimilation by plants for development of new sources of bioenergy and for achieving food stability and security.

Insufficient Response: Present Research

Per the Office of the Secretary (OSEC) the following sections must be completed to receive approval of ALL foreign travel.

ROLE OF TRAVELER:

The role of the traveler should specifically state the tasks and/or responsibilities of the traveler as they relate to the individual leg of the trip.

The Role of "Presenter" will take precedence over the role of "Technical Expert" if a presenter; include the name of the presentation either in the "Role" or "Purpose" fields.

If "Technical Expert" include their technical expertise. Most travel will fall under these two categories, if neither of these roles fit the trip, explain the significance of their role.

Sufficient Response: Technical Expert-Agricultural international collaborations between the US and Pakistan

Insufficient Response: Attending conference

PLEASE NOTE THAT SPACE IS LIMITED TO APPROXIMATELY 2 LINES OF TEXT FOR THIS FIELD.

Benefit to USDA:

The benefit to USDA must be clearly stated and concise. Make it meaningfully, simply being invited to attend an event is not sufficient; the justification must indicate how the travel or attendance at a meeting or conference will specifically benefit the mission of the Agency and USDA. Simply stating that the trip ties in to a USDA or ARS priority is not sufficient. There needs to be an explanation of how the trip ties into the priority and how it provides a benefit under that priority. Put the MOST important statement at the top and then explain as needed.

The Benefit to USDA is all about USDA, replace ARS, Location, I, we, travelers name etc. with USDA. Do not include research numbers, or USDA priorities.



United States Department of Agriculture

Research, Education, and Economics

Agricultural Research Service

TO: Foreign Agricultural Service, Attn: Kenneth Vernon

FROM:

SUBJECT:

SUMMARY OF REQUEST:

The following employee requires new passport. We would greatly appreciate you processing this request. All required documentation is enclosed.

Name

Passport number

Issue Date

Expiration Date

Location Passport Custodian Name

Location Passport Custodian Signature

Area Travel Specialist Name

Area Travel Specialist Signature

Office of the Director, Midwest Area

1815 North University St.

Peoria, IL 61604

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Standard Operating Procedure Application for U.S. Passport by Mail – Renewals Only (DS-82)

Before proceeding, please ensure that you have installed Adobe Write/Reader. This will enable you to open the passport application document.

1. What to know before you apply:

Travelers who meet the requirements below are eligible to apply for an official passport with the form DS-82 (Application for U.S. Passport by Mail), if using:

- An expiring or expired official passport issued within the last 15 years, or
- A valid American national passport issued within the last 15 years
- Current SF-50 (Personnel Action). [*For TERM and New Hire employees only*]

2. Official Passport Action Request form OPAR-B:

Travelers must complete sections A through H of form OPAR-B to obtain a new or renewal of an official passport. **NOTE:** The completed fillable pdf form is used to initiate the passport request in FAS-ITS' system. The pdf must be uploaded into the AFMCSP (Administrative and Financial Management Customer Service Portal) system to proceed with the application process.

3. How To Apply For A Passport:

To begin the process, State Department has provided a link to complete an online application.

- a. Select the link below.

www.travel.state.gov/passport/forms/forms_847.html

- b. Scroll down on the left side of the screen and select the box, acknowledging that you have read the privacy and computer fraud and abuse acts notices and disclaimers. Then [Select] **SUBMIT**.

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U.S. Department of State

U.S. Passport Applications and Forms

Before you may enter your personal information to get a passport, you must review the Department of State's [Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers](#)

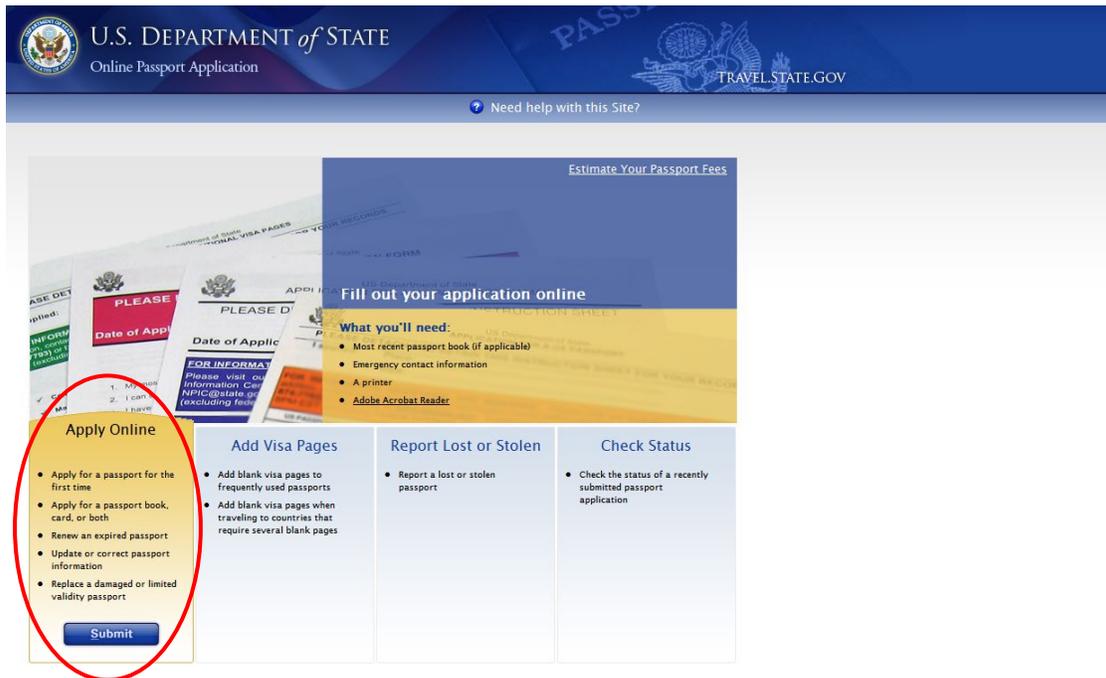
This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.

I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers.

Need Help?
For status checks visit passportstatus.state.gov or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY).
For general questions email NPIC@state.gov or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY).
For technical issues email PassportWeb@state.gov.

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c. Under Apply Online [Select] **SUBMIT**



d. Now, you can begin completing the form DS-82. [Select] **NEXT** at the bottom of each screen. Note: Do not enter Doctor or Dr. on the form. Only enter your legal name.

e. The Foreign Agricultural Service-International Travel Section is the agency liaison for processing passports. To indicate “Where should the passport be mailed?” The mailing address below **MUST** be entered to allow the passport to be sent back to FAS-ITS:

Street Address/RFD#, P.O. Box, or URB: 1400 Independence Ave. S.W.,

Street Address 2: Room 1069 South Bldg.

City: Washington Country: United States

State: DC Zip Code: 20250

In Care Of: FAS International Travel Section

- f. The system will then ask another question: Is This Your Permanent Address? [Select] **NO**. The page will then refresh and allow you to enter your permanent (residence) address.

U.S. DEPARTMENT of STATE
Online Passport Application
TRAVEL.STATE.GOV

Need help with this Site?

Contact Information

Where should the passport be mailed?

Street Address/RFD# Or P.O. Box: *
1400 INDEPENDENCE AVE. S.W.,

Apt./Suite:
[]

Street Address 2:
ROOM 1069 SOUTH BLDG.

City: *
WASHINGTON

Country: *
UNITED STATES

State: *
DC - DIST. OF COL.

Zip Code: *
20250

In Care Of:
FAS INTERNATIONAL TRAVEL SECTION

Is This Your Permanent Address? * ?
 Yes No

Please Enter your Permanent Address below:

Street Address/RFD#: *
123 HOME STREET

Apt./Suite:
[]

Street Address 2:
[]

City: *
STONEVILLE

Country: *
UNITED STATES

State: *
MS - MISSISSIPPI

Zip Code: *
38776

Travel Plans

Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip? ?
[]

Length Of Trip? ?
[]

Countries To Be Visited? ?
[]

Note: If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week.

<< Previous **Next >>**

DO NOT LEAVE THE "TRAVEL PLANS" SECTION BLANK. THIS SECTION MUST BE COMPLETED

g. Your Most Recent Passport – [Select] **PASSPORT BOOK**. The page will refresh. Then, [Select] **YES** for “Do you still have the book in your possession?” The page will refresh.

h. Enter information from your personal passport or your expired official passport, [Select] **NEXT**.

U.S. DEPARTMENT of STATE
Online Passport Application

Need help with this Site?

Your Most Recent Passport

If your lost or stolen passport is more than 15 years old, please select **Other...** and enter **EXPIRED**.

Have you been issued any of the following? *

Passport Book Passport Card Both None

<< Previous Next >>

To report technical problems with this web site, please email us at passportweb@state.gov

U.S. DEPARTMENT of STATE
Online Passport Application

Need help with this Site?

Your Most Recent Passport

If your lost or stolen passport is more than 15 years old, please select **Other...** and enter **EXPIRED**.

Have you been issued any of the following? *

Passport Book Passport Card Both None

Passport Book

Do you still have the book in your possession? *

Yes No, it was Lost No, it has been Stolen No, it was Damaged or Mutilated Other...

By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued:

Your name as listed on your most recent book:

First and Middle Name:

Last Name:

Book number:

<< Previous Next >>

- i. Once you have completed form DS-82, a passport application review screen will display. Ensure that all items are reviewed by scrolling down to the bottom of the screen. When completed, [Select] **NEXT**.

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Online Passport Application
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Need help with this Site?

Passport Application Review

Review your data below and make edits if needed

Name Provided: **JOHN Q PUBLIC**
Date Of Birth: **11/01/1957**
Place Of Birth: **CLEVELAND, MS**
Social Security Number: **123-45-6789**
Gender: **Male**
Height: **6FT. 0IN.**
Hair Color: **Brown**
Eye Color: **Green**
Occupation: **RESEARCH SCIENTIST**
Employer: **USD-ARS**

Mailing Street Address: **1400 INDEPENDENCE AVE., S.W.**
Apartment Number:
Mailing Street Address 2: **ROOM 1069 SOUTH BLDG**
City: **WASHINGTON**
Country: **USA**
State: **DC**
Zip Code: **20250**
In Care Of: **FAS INTERNATIONAL TRAVEL SECTION**

Permanent Address Same As Mailing Address?: **No**
Permanent Street Address: **123 HOME**
Apartment Number:
Permanent Street Address 2:
City: **CLEVELAND**

Name On Previous Passport Book: **JOHN Q PUBLIC**
Previous Passport Book Number: **123456789**
Book Issuance Date: **08/05/2005**
Book Still In Possession: **Yes**

Have Passport Card: **No**

Data Printed Incorrectly: **Yes, it was printed correctly**
Name Changed Since Document Issued: **No, it has not changed since I was issued a document**

First Name Printed Incorrectly: **No**
Middle Name Printed Incorrectly: **No**
Last Name Printed Incorrectly: **No**
Place Of Birth Printed Incorrectly: **No**
Date Of Birth Printed Incorrectly: **No**
Gender Printed Incorrectly: **No**

Other Names:

Preview Form

<< Previous Next >>

- j. Agency passports are “no fee.” However, to continue in completing the application process, [Select] **PASSPORT BOOK FEE**, then [Select] **NEXT**.

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Summary of Passport Fees

Travel Document For JOHN Q PUBLIC

<input checked="" type="checkbox"/> Passport Book Fee (\$110): ?	\$110
<input type="checkbox"/> Passport Card Fee (\$30): ?	

Passport Book

Delivery Options ?

<input checked="" type="radio"/> Priority Mail (FREE):	\$0
<input type="radio"/> Overnight (\$14.96):	

Additional Options

<input type="checkbox"/> Expedite (\$60): ?	
---	--

Total Cost For JOHN Q PUBLIC: \$110.00

* No Passport Fee Exceptions: If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

<< Previous Next >>

- k. Scroll to the bottom of the screen and check the disclaimers that you have read and acknowledged the steps and information contained above.

U.S. DEPARTMENT of STATE
Online Passport Application
TRAVEL.STATE.GOV

Need help with this Site?

Next Steps

After reading and acknowledging your understanding of the instructions, you will be ready to generate your Passport Application form(s).

- 1 Print Your Application(s).**
Be sure to SIGN & DATE your DS-82 (Application for a U.S. Passport by Mail)
[Click Here](#) to view Printing Instructions
- 2 How to Submit Your Application(s)**
Mail your DS-82 application to the following address:

National Passport Processing Center
Post Office Box 90155
Philadelphia, PA 19190-0155

NOTE: If you are traveling within 2 weeks, you can make an appointment to apply at a Passport Agency by contacting the National Passport Information Center toll-free at 1-877-487-2778 (TDD: 1-888-874-7793). The automated appointment system is available 24/7.

3 What to Submit With Your Application(s)



Two Recent Passport Photos

[Click here](#) to view details on submitting a passport photo



Correct Passport Fees

Your total passport fees are: \$110.00

See the [Passport Fees](#) for more information.



Most Recent U.S. Passport Book

I have read and acknowledge the steps and information contained above.

1. Create Form

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

[Create Form](#)

* [Adobe Acrobat](#) is required

2. Start New Application

This will return you to the beginning of the Wizard so you may complete another form. Note: Please be sure to create your current form before proceeding.

[Start New Application](#)

- I. Then [Select] **CREATE FORM**. Note: The application will open into a pdf document.

m. Print document as single-sided (2 pages).

Note: The U.S. Department of State will only accept single-sided applications created online. Handwritten forms are no longer accepted.

n. U.S. Department of State requires that photos be taken within the past 6-months showing current appearance, passport type photos, approximately 2" x 2", clear with either a white or off-white background. Color photos only, do not wear a hat or anything that covers the face, nor sleeveless attire. Face forward, no side shots, no profiles, no smiling; the photos must be defect free (no staple holes, etc.). Homemade digital photographs are not acceptable.

Note: If a TERM or New Hire employee, U.S. Department of State requires that travelers submit a most recent SF-50 (Personnel Action) with the application package. If the pdf document is changed, the information will not match what U.S. Department of State was provided online. Also, do not use white-out or ink to correct the pdf document, nor can the PDF be reused for future travelers. This will prolong the application process and the application will be returned to FAS-ITS.

Who should receive my application package?

1. FAS, Foreign Agricultural Service must receive the following items for review and passport processing:
 - An original signature passport application, DS82, with bar code and current date.
 - Two (2) most recent passport photos

- An expiring or expired official passport issued within the last 15 years, or
- A valid American national passport issued within the last 15 years
- Current SF-50 (Personnel Action). [***For TERM or New Hire employees only***]
- An approved Concur or Sponsor flight itinerary. [***For expedited purposes only***]
- A completed Official Passport Action Request Form (OPAR-B) [**uploaded into the Portal system**]

*Processing time for a new official or renewal passport takes up to 45-days (4 – 6 weeks). For expediting purposes, an approved flight itinerary must accompany the passport application package and State Department will expedite the new official passport.

2. Once U.S. Department of State receives the application package from FAS-ITS, State will then scan the application using the barcode displayed at the top of the form. This will allow Department of State to find the applicant's information in their system.
3. U.S. Department of State will return the new official passport to FAS-ITS, once the passport is issued. The new official passport will be sent to FMAD-Travel once FAS-ITS documents receipt in their system.



Passport Photos

You must provide two photos with your passport application.

Requirements

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- Be sized correctly
 - 2 x 2 inches (51 x 51 mm)
 - Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head
- Printed on matte or glossy photo quality paper
- Printed in color
- You cannot wear glasses.
 - If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- You cannot wear a hat or head covering.
 - If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public.
 - If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
 - Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.

(Fig.1)

Photo Examples



Acceptable – Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows.

Not Acceptable Photo – Photo is underexposed (too dark) and color is not accurate



Unacceptable – Glasses not allowed



(Fig.1)



Acceptable – The photo clearly identifies the subject.

Photo tip: Photo should be 2"x2" (51 x 51 mm) with the head centered and sized between 1" and 1.4" (25 and 35 mm).

Frequently Asked Questions

Can I wear glasses, sunglasses, or tinted glasses in my passport photo?

No, take them off for your passport photo.

If you cannot remove your glasses for medical reasons, you must submit a signed statement from your doctor with your passport application.

What pose should I be in for my photo?

Face the camera with your head centered in the frame and not tilted with a neutral expression or natural smile.

Can I wear a hat or head covering in my photo?

You may wear a hat or head covering, but you must submit a signed statement that verifies that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying the item is used daily for medical purposes.

Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.

Can I wear a uniform in my photo?

You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.

Can I remove the red-eye from my photo?

Yes, you may remove red-eye. However, other digital alterations or editing is not allowed.

Can I smile in my passport photo?

Yes, but it must be a natural, unexaggerated smile.

(Fig.1)

Official Passport Action Request

EXHIBIT H

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)

<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> 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:

REQUIRED FOREIGN TRAVEL TRAINING

ARS FY22 International Engagement and Travel Awareness Training

Link: [Course: ARS FY22 International Engagement and Travel Awareness Training \(usda.gov\)](#)

Course Name	Start date	Course Shortname	Course ID Number	Course Category	Contact Hours	Content
 ARS FY22 International Engagement and Travel Awareness Training	2021-09	ARS-FY22-International-Travel-Training	ARS-FY22-International-Travel-Training	ARS	1	  

High Threat Security Training has been replaced by Counter Threat Awareness Training

Course Name	Start date	Course Shortname	Course ID Number	Course Category	Contact Hours	Content
 Counter Threat Awareness Training	2020-08	FAS-CTAT	FAS-CTAT	FAS	5	   



U.S. PASSPORT RENEWAL APPLICATION FOR ELIGIBLE INDIVIDUALS

OMB CONTROL NO. 1405-0020
OMB EXPIRATION DATE: 09-30-2019
ESTIMATED BURDEN: 40 MIN

Please Print Legibly Using Black Ink Only

Attention: Read WARNING on page 1 of instructions

Please select the document(s) for which you are applying:

U.S. Passport Book U.S. Passport Card Both

The U.S. passport card is **not** valid for international air travel. For more information see page 1 of instructions.

Regular Book (Standard) Large Book (Non-Standard)

Note: The large book option is for those who frequently travel abroad during the passport validity period, and is recommended for applicants who have previously required the addition of visa pages.

1. Name Last

JONES

First

Middle

HAPPY

2. Date of Birth (mm/dd/yyyy)

10 17 1972

3. Sex

M F
X

4. Place of Birth (City & State if in the U.S., or City & Country as it is presently known.)

TWIN FALLS, ID

5. Social Security Number

555 44 3333

6. Email (Info alerts offered at travel.state.gov)

HAPPY.JONES@USDA.GOV

7. Primary Contact Phone Number

406-480-4162

8. Mailing Address: Line 1: Street/RFD#, P.O. Box, or URB.

1400 INDEPENDENCE AVE SW

Address Line 2: Clearly label Apartment, Company, Suite, Unit, Building, Floor, In Care Of or Attention if applicable. (e.g., In Care Of - Jane Doe, Apt # 100)

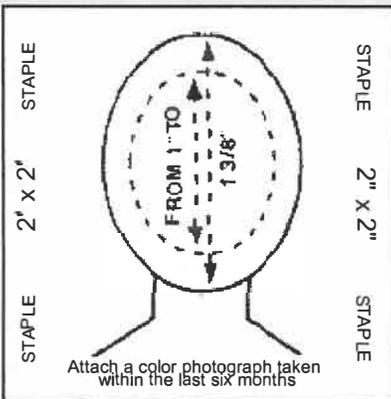
ROOM 1069 SOUTH BLDG, FAS-ITS

City State Zip Code Country, if outside the United States

WASHINGTON DC 20250

9. List all other names you have used. (Examples: Birth Name, Maiden, Previous Marriage, Legal Name Change. Attach additional pages if needed)

A. B.



Attach a color photograph taken within the last six months

10. Passport Book and/or Passport Card Information

Your name as printed on your most recent U.S. passport book and/or passport card

HAPPY JONES Most recent

passport book number

123456789

Issue date (mm/dd/yyyy)

11/15/2012

Most recent passport card number

Issue date (mm/dd/yyyy)

11. Name Change Information Complete if name is different than last U.S. passport book or passport card

Changed by Marriage Place of Name Change (City/State) Date (mm/dd/yyyy)

Changed by Court Order

Please submit a certified copy. (Photocopies are not accepted!)

CONTINUE TO PAGE 2

YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I declare under penalty of perjury all of the following: 1) I am a citizen or non-citizen national of the United States and have not, since acquiring U.S. citizenship or nationality, performed any of the acts listed under "Acts or Conditions" on page four of the instructions of this application (unless explanatory statement is attached); 2) the statements made on the application are true and correct; 3) I have not knowingly and willfully made false statements or included false documents in support of this application; 4) the photograph submitted with this application is a genuine, current photograph of me; and 5) I have read and understood the warning on page one of the instructions to the application form.

x

Applicant's Legal Signature

8/11/2017

Date

FOR ISSUING OFFICE ONLY

PPT BK C/R PPT BK S/R PPT CD C/R PPT CD S/R

Marriage Certificate Date of Marriage/Place Issued:

Court Order Date Filed/Court:

From _____

To: _____

Other:

Attached:

For Issuing Office Only → Bk Fee _____ Cd Fee _____ EF _____ Postage _____ Other _____



* DS 82 B 08 2013 1 *

Name of Applicant (Last, First & Middle) JONES, HAPPY				Date of Birth (mm/dd/yyyy) 10/17/1972	
12. Height	13. Hair Color	14. Eye Color	15. Occupation	16. Employer or School (if applicable)	
5ft. 10in.	BROWN	BLUE	SCIENTIST	USDA-ARS	
17. Additional Contact Phone Numbers					
		Home	Cell		
		Work			
18. Permanent Address: If P.O. Box is listed under Mailing Address <u>or</u> if residence is different from Mailing Address.					
Street/RFD # or URB (No P.O. Box)					Apartment/Unit
2710 CRANBERRY RIVER DRIVE					
City			State	Zip Code	
SIDNEY			MT	59270	
19. Emergency Contact - Provide the information of a person not traveling with you to be contacted in the event of an emergency.					
Name		Address: Street/RFD # or P.O. Box			Apartment/Unit
SAD JONES		1500 N CENTRAL AVE			
City	State	Zip Code	Phone Number	Relationship	
SIDNEY	MT	59270	406-489-1315	SUPERVISOR	
20. Travel Plans					
Departure Date (mm/dd/yyyy)	Return Date (mm/dd/yyyy)	Countries to be visited			
09/17/2021	09/23/2021	CANADA			
STOP! YOU HAVE COMPLETED YOUR APPLICATION BE SURE TO SIGN AND DATE PAGE ONE					
WHERE DO I MAIL THIS APPLICATION?					
<u>If applying in the United States or Canada:</u>					
FOR ROUTINE SERVICE (If you live in CA, FL, IL, MN, NY, or TX): National Passport Processing Center P.O. Box 640155 Irving, TX 75064-0155		FOR ROUTINE SERVICE (If you live in any other state or Canada): National Passport Processing Center P.O. Box 90155 Philadelphia, PA 19190-0155		FOR EXPEDITED SERVICE (Additional Fee, any state or Canada): National Passport Processing Center P.O. Box 90955 Philadelphia, PA 19190-0955	
<u>Because of the sensitivity of the enclosed documents, Passport Services recommends using trackable mailing service when submitting your application.</u>					
<u>If applying outside the United States or Canada:</u>					
United States citizens residing outside the U.S. or Canada CANNOT submit this form to domestic addresses listed above. Such applicants should visit www.usembassy.gov to find the nearest U.S. Embassy or Consulate for procedures for applying outside the United States.					
 * DS 82 B 08 2013 2 *					

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) XXXXXXXXXX				2. Social Security Number XXXXXXXXXX		3. Date of Birth XXXXXX		4. Effective Date 05/09/2021					
FIRST ACTION					SECOND ACTION								
5-A. Code 849		5-B. Nature of Action XXXXXXXXXX			6-A. Code		6-B. Nature of Action						
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number XXXXXXXXXX 006C0064 6C0064 XXXXXXXXXX								
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award XXXXXX XXXXXX	21. Pay Basis		
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay		20B. Locality Adj. .00			
								20C. Adj. Basic Pay		20D. Other Pay .00			
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization AGRICULTURAL RESEARCH SERVICE HEADQUARTERS ADMINISTRATIVE & FNANCL MGMT MIDWEST AREA ADMIN OFFICE AG 030103036010000000 PP 10 2021								
EMPLOYEE DATA													
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO		
27. FEGLI 14 BASIC-1X ADDITIONAL-4X FAMILY						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0 NOT APPLICABLE				
30. Retirement Plan K FERS AND FICA				31. Service Comp. Date (Leave) 12/15/2002		32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 7777				
38. Duty Station Code 17-6850-143				39. Duty Station (City - County - State or Overseas Location) PEORIA PEORIA IL									
40. Agency Data		41.		42.		43.		44.					
45. Remarks													
46. Employing Department or Agency DEPARTMENT OF AGRICULTURE						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: WILLIS G. COLLIE DIRECTOR, HUMAN RESOURCES DIVISION							
47. Agency Code AG03		48. Personnel Office ID 4860		49. Approval Date 05/18/2021									

ARS Mission Critical International Travel Request

Date of request:

ARS employee(s) requesting travel:

Destination city(ies), country(ies):

Proposed travel dates:

Mode of transportation:

Hotel accommodations (describe – hotel, bunk house, etc. & number of people per room):

Please provide detailed description of why the trip or meeting/conference is mission critical:

If requesting to attend a meeting/conference, is it in ATIS: yes no

Please describe safety measures to minimize the risk of exposure to COVID-19 while traveling and while at international location (social distancing, masks, etc.).

Confirm you have checked Department of State’s COVID-19 Country-Specific Information for your destination. [COVID-19 Country Specific Information \(state.gov\)](#): yes

Signatures:

RL:

CD/LD Approval:

Area / HQ Office Director:

Associate Administrator:

[ARS Guiding Principles for Mission Critical/Essential Travel Approval](#)
[August 2022](#)

Approval Authorities

- Location Coordinators have delegated authority to approve official domestic mission critical/essential travel to counties that are CDC designated as “Low” and “Medium”, in accordance with the below ARS Guiding Principles and as governed by the Federal Travel Regulations and USDA COVID Travel recommendations
- Area Directors and HQ Office Directors have delegated authority to approve official domestic mission critical/essential travel to counties that CDC designated as “High”, in accordance with the below ARS Guiding Principles and as governed by the Federal Travel Regulations and USDA COVID Travel recommendations
- ARS Associate Administrator for Research Operations has the delegated authority to approve official mission critical/essential international travel in accordance with the below ARS Guiding Principles and as governed by the Federal Travel Regulations and USDA COVID Travel recommendations
- ARS Associate Administrator for Research Operations has the delegated authority to approve (in conjunction with the Department’s COVID Coordination Team) hosted events with 50 or more participants
 - *NOTE: These approvals/guidelines do not extinguish the parallel requirement to obtain approval for conference attendance that meets the Departmental conference approval requirements.*

ARS Guiding Principles

- Ensure employee safety is our first priority
- Encourage virtual participation
- Ensure we sustain and improve our ability to develop and transfer solutions to agricultural problems of high national and international priority
- Ensure we sustain and improve ARS standing, reputation and support as the trusted leader and collaborator in agricultural research
- Consider collaboration a key component to research
- Acknowledge critical collaboration takes place in multiple ways to include but not limited to:
 - Presentations
 - Formal and informal meetings with collaborators and stakeholders
 - Participation in panels, working groups, and research visioning exercises
- Consider these important points for whether to approve travel/participation in-person:
 - sustains and improves development or transfer of solutions to important agricultural issues;
 - sustains and improves ARS standing, reputation and support as the trusted leader in agricultural research; or,
 - enhances career growth - scientist and especially early career scientist attendance at applicable scientific conferences and meetings are critical to their career as ARS scientists
- Follow USDA (<https://www.usda.gov/our-agency/future-of-work/travel>) and CDC ([Travel | CDC](#)) travel recommendations for COVID safety such as:

- Testing before and after travel
 - Applicable isolation/quarantine upon return from travel
- Prior to international travel, check Department of State's COVID-19 Country-Specific Information for destination(s). [COVID-19 Country Specific Information \(state.gov\)](#)
- Promote consistency in how we review and approve travel
 - Domestic travel will follow this document
 - International travel will follow this document and use a standardized request form