**Example Letter of Authorization**

**Instructions for Submitting a Letter of Authorization**

A Letter of Authorization (LOA) is required for any special-issuance passport, which includes service, official, diplomatic, or no-fee regular passports.

The template below must be used to request a special-issuance passport, expedited service, or a second special-issuance passport. It can be used for the following personnel within your federal agency:

* A direct-hire U.S. government employee. **NOTE:** Personnel detailed from one federal agency to another and in need of a special-issuance passport must submit an LOA from the applicant’s federal agency.
* A direct-hire U.S. government employee and the employee’s accompanying eligible family members (when entitled).
  + A personal services contractor (your agency must submit documentation to Special Issuance Agency (SIA) showing that your agency has the authority to hire personal services contractors).
  + A non-personal services contractor. (A request for exception to policy must be approved in advance. If your agency has a category of contractors it believes merits a determination under the security or obstacle/impediment grounds, please contact SIA at [CA-PPT-SIA-ENTITLEMENT@state.gov](mailto:CA-PPT-SIA-ENTITLEMENT@state.gov).)

Use the drop-down menus in the subject line of the template to select passport and employee type.

1. Submit one signed original **and** one copy of this LOA with each application for a special-issuance passport.
2. Information in [red]must be replaced with corresponding information **or** deleted where used for informational purposes. Be sure to remove the red brackets “[ ]“ when editing the LOA.
3. Place your Agency Code in the upper right corner in the space provided. SIA will return the completed passport(s) to the agency whose Agency Code is indicated on the form. Agency Codes are available in this list of [Contact Info for Other Federal Agencies](https://travel.state.gov/content/special-issuance-agency-home/en/spec-issuance-agency/how-to-apply-special-issuance-passport/contact-info/contact-fed-agencies.html).
4. Identify the enclosures being submitted with the LOA, *i.e.*, DS-11, DS-82, Birth Certificate, Naturalization Certificate, Consular Report of Birth Abroad, Passport, *etc.*
5. Requests for expedited services should be limited to the following:
   * When the passport is needed in less than 10 working days,
   * When traveling to a country requiring lengthy visa processing, or
   * When traveling to multiple countries, several of which require a visa.

For such requests, use “Request EXPEDITED Issuance” in the subject line and provide justification detailing why the passport needs to be expedited along with a copy of their flight itinerary.

1. If a second special-issuance passport is required, make the appropriate selection from the drop-down listing in the subject line. Additionally, provide justification as to why a second special-issuance passport is being requested. Be as specific as possible.
2. If the sponsor’s eligible family members will be accompanying them on the assignment, complete the chart listing eligible all family members’ names, relationships, and dates of birth. Remove that paragraph and the chart if not relevant.

[DATE]

**MEMORANDUM** **Agency Code: [enter code]**

**TO:** Special Issuance Agency

**SUBJECT:** Request Issuance of **Choose an item** for a Choose an item. [LASTNAME, Firstname Middlename]

The [enter name of your department/agency/bureau/office] requests that a special-issuance passport be issued for the following individual:

|  |  |
| --- | --- |
| Full Legal Name: | [Last, First Middle] |
| Date of Birth: | [MM/DD/YYYY] |
| Federal Pay Grade: | [e.g., AD-05, EX-IV, FP-2, GS-11, SES, etc. – no equivalents; Personal Services Contractor; Non-Personal Services Contractor] |
| Type of Appointment: | **Type of Appointment** [if the applicant is on a time-limited appointment, enter the Not-to-Exceed date (MM/DD/YYYY)] |
| Destination: | [name of country(ies) to which the applicant will travel] |
| Departure Date: | [date the applicant will leave the U.S.] |
| Estimated Return Date: | [date the applicant will return to the U.S.] |

Purpose of Travel: [must be a detailed, descriptive narrative that conveys a clear and convincing job-related need.]

Justification for Expedited Service and/or Second Passport: [remove this entire section if not applicable]

Traveling abroad within 10 working days (please include itinerary)

Traveling to country requiring lengthy visa processing

Traveling to countries requiring multiple visas

The following eligible family members are listed on the employee’s dependency report and will accompany the sponsor on the assignment (see attached travel authorization): [remove these lines and below chart if not applicable]

|  |  |  |
| --- | --- | --- |
| **Name (Last, First MI)** | **Relationship** | **Date of Birth**  **MM/DD/YYYY** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I have verified that the applicant is assigned to this Agency, that the applicant requires the passport for authorized official travel outside of the United States, and that the applicant is eligible for a special-issuance passport because they are: [choose at least one of the bullets from below and delete those that do not apply]

* A direct-hire civil service employee of this department/agency [i.e., the applicant has been appointed to a federal government position in this department/agency under Title 5 or 38 of the U.S. code, has executed an appointment affidavit, and an SF-50 has been processed adding the applicant to the personnel roles of this department/agency].
* The Secretary or Deputy Secretary of a cabinet department.
* An Executive Branch employee assigned abroad on permanent change of station orders under the authority a Chief of Mission. [**Note**: This excludes personnel under the command of a military Geographic Combatant Commander, personnel on the staff of an international organization, and Voice of America correspondents. This also excludes U.S. government employees locally hired by the U.S. government mission overseas. Note that some agencies prefer or require their employees to use official passports when assigned abroad unless the personnel have a diplomatic title.]
* An eligible family member(s) accompanying a direct-hire employee on permanent change of station orders under the authority a Chief of Mission. [**Note**: This should be selected if eligible family members are also accompanying their sponsor on assignment. Eligible family members must be included on the employee’s dependency report and travel authorization.]
* A member of the Foreign Service employed by USAID, the U.S. Agency for Global Media, the Department of Agriculture, or the Department of Commerce.
* A U.S. Government employee who has been confirmed for a Diplomatic Title or Consular Commission or who has been accorded a vice consular commission by the Secretary of State. [**Note:** The passport application should include a copy of the document authorizing the title/commission].
* A personal services contractor (PSC) under contract with this department/agency, which has the legal authority to hire PSCs; **and** for which the following are attached: a properly completed DS-5524, and a copy of the contract cover page and any subsequent page outlining the expiration date and/or renewal period(s).
* A non-personal services contractor for whom the Deputy Assistant Secretary for Passport Services or the Managing Director for Passport Issuance Operations has determined that a special-issuance passport is necessary to overcome a specific obstacle or impediment imposed by the host government that will impede the contractor’s performance of their tasks on behalf of the U.S. Government and that cannot be overcome by another means; **and** for which the following are attached: a copy of the approved action memo; a properly completed DS-5523, a copy of the contract cover page and any subsequent page outlining the expiration date and/or renewal period(s), a copy of the employee verification memo, and a copy of the employee acknowledgement memo.
* A non-personal services contractor for whom the Under Secretary for Management has determined that a special-issuance passport is necessary to protect a contractor (or a group of contractors) from a specific threat that can only be countered by traveling with such a passport; **and** for which the following are attached: a copy of the approved action memo; a properly completed DS-5523, a copy of the contract cover page and any subsequent page outlining the expiration date and/or renewal period(s), a copy of the employee verification memo, and a copy of the employee acknowledgement memo.
* Other: [provide detailed explanation].

Please contact [job title, name (first last), telephone number, and email address] with any questions regarding this request.

<Signature>

[Name of Authorizing Official]

[Title of Authorizing Official]

**[NOTE:** A wet ink signature or electronic signature [using Personal Identity Verification (PIV)] is required on all LOAs.]

Enclosure(s):