<u>PSA/Secretary instructions</u>: Follow these instructions to RENEW an expiring "Official Passport."

- **Assemble the documents:**
  - **DS-82 Passport application**
  - **Photos (2)**
  - **Form OPAR-2014** "Official Passport/Visa Action Request" form
    NOTE: the Official Passport Action Requested (OPAR-2014) is used to get a "NO-FEE" official passport for federal employees.
  - **Expiring Official Passport** – must go up w/pkg
  - **Return UPS Label** – Return from Travel Section in Beltsville

Include employee's last name at the end of yellow highlighted sections above.

  - NOTE: If a Visa is required, please provide the country's visa application plus extra photos

- **UPLOAD** a scanned version of the docs to the AFMCSP Portal (https://usda.force.com/Portal). The assigned travel specialist will review docs and photos for accuracy.

- **AFTER** receiving approval from the travel specialist, send the documents to the following address via UPS:

  - NAT'L CAPITAL REGION BUS SVC CNTR
    MICHELE WILLIAMS
    5601 SUNNYSIDE AVENUE
    MAIL STOP: 5152
    BELTSVILLE, MD 20705-5152
    Phone: 301-504-1309
    Email: michele.williams@ars.usda.gov