

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ICE Policy System

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DIRECTIVE TITLE: OFFICIAL PASSPORT PROCESSING FOR ICE EMPLOYEES

1. **PURPOSE and SCOPE.** This Directive establishes policy, standards, and implementing procedures for requesting and providing official passport services for U.S. Immigration and Customs Enforcement (ICE) officials. This Directive applies to all ICE components, except for any program performing visa processing or diplomatic passport processing functions, including passport processing for dependents of ICE officials who may receive a diplomatic passport. The Office of International Affairs (OIA) will continue to process diplomatic passports consistent with current practice, and questions about its processes should be directed to that program.
2. **AUTHORITIES/REFERENCES**
 - 2.1. Title 22 United States Code (U.S.C.) § 211.A.
 - 2.2. Title 22 U.S.C. § 213.
 - 2.3. Title 22 Code of Federal Regulations (C.F.R.) 51.21.
 - 2.4. Title 22 C.F.R. 51.3.(b).
 - 2.5. Department of State (DOS) Memorandum, "Implementation of No-Amendment Policy" dated September 6, 2005.
3. **SUPERSEDED/CANCELLED POLICY/SUMMARY OF CHANGES.** This Directive supersedes previously recognized processes for the implementation of official passport processing for ICE officials.
4. **BACKGROUND.** As of April 4, 2005, the Passport Section of the Federal Air Marshal Service (FAMS) began providing official passport request services for the following ICE offices: OIA, Office of Investigations (OI), Office of Professional Responsibility (OPR), Office of Intelligence (Intel), Federal Protective Service (FPS), and the Office of Detention and Removal Operations (DRO).

5. DEFINITIONS

- 5.1. A **passport** is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid United States (U.S.) passport is required to enter and leave most foreign countries. Only the Department of State (DOS) has the authority to grant, issue, or verify U.S. passports.
- 5.2. A **visa** is an official authorization appended to a passport, allowing entry into and travel within a specific country or region. In general, citizens of the U.S. do not need a visa to re-enter the United States.
- 5.3. A **FAMS Form 1650 Request for Official Passport Action**, is a FAMS cover memorandum to DOS requesting a passport action to facilitate official travel. The Form 1650 is also used to request that the completed official passport be released to the FAMS Passport Section for transmittal to the applicant.
- 5.4. The **FAMS Passport Section** is the entity within FAMS that provides official passport processing services for ICE employees.
- 5.5. A **local execution office** is a local post office or municipal court with a passport agent authorized to sign and execute a passport application.
- 5.6. A **Field Office Principal** is either a Field Office Director (FOD), Regional Director, Facility Security Manager, Special Agent in Charge (SAC), Resident Agent in Charge (RAC) or Field Intelligence Unit Director.
- 5.7. A **Designated Point of Contact (POC)** is an ICE employee officially trained and designated to assist with the processing of official passports and serve as a liaison with the FAMS Passport Section.
- 5.8. The **Director of FAMS** is the FAMS official who manages the FAMS Passport Section, and among other responsibilities, ensures the Section serves as the entity that coordinates with DOS on the issuance of official passports for ICE employees.
- 5.9. The **Supervisor of the FAMS Passport Section** is the official who serves as an effective and efficient liaison with all ICE designated POCs who process official passports. This official provides requested forms, sends notification to official passport holders when necessary, and offers assistance with any passport tracking systems. This official also ensures efficient communication with DOS and, as requested by DOS, mitigates any problems as passport applications for ICE employees are processed.

6. POLICY

- 6.1. **Request for New Official Passport.** The employee's supervisor must submit official correspondence and the appropriate application forms to the FAMS Passport Section.

- 6.2. Request for Official Passport Renewal.** Until the implementation of a secure and operational Passport Tracking system, it is the responsibility of the passport holder to initiate the renewal process 6 months prior to the expiration date of an official passport. All passport renewal applications must be submitted to the FAMS Passport Section for renewal by DOS.
- 6.3. Request for Amendment(s) to a Passport.** DOS no longer amends passports to change items appearing on the data page of existing passports. DOS implemented new procedures to process requests for the correction of descriptive data, addition of visa pages, and usage of another name of an official passport. All relevant forms and memoranda regarding such changes must be sent to the FAMS Passport Section.
- 6.4. Official Passports versus Diplomatic Passports.** According to DOS requirements, an employee cannot physically possess both a diplomatic passport and an official passport. If a diplomatic passport holder needs an official passport, the diplomatic passport must be submitted, along with the other application materials, to the FAMS Passport Section during official passport processing. The diplomatic passport will be returned after the official passport has been used for travel. An ICE supervisor must submit official correspondence to explain any need for DOS to maintain a diplomatic passport after official passport processing is completed.

7. RESPONSIBILITIES

- 7.1. Field Office Principal.** Each ICE field office principal must designate in writing a primary and back-up POC for passport issues.
- 7.2. Designated Point of Contact.** A designated POC serves as a liaison with the Headquarters FAMS Passport Section, provides assistance regarding official passport information for ICE personnel, and maintains custody of all official passports that are not needed for official travel purposes. A POC is trained by DOS and authorized to sign and execute a passport application. All requests for official passports are submitted via designated POCs to the FAMS Passport Section.
- 7.3. Official Passport Applicant/Holder.** This ICE employee must properly and correctly complete all required forms and protect the passport before, during, and after official travel.

8. PROCEDURES

8.1. New Passport Issuance (See Appendix A for additional guidance.):

- 1) If the passport applicant was not issued a passport within the last 15 years, the applicant must complete the online or hard copy version of Form DS-11, *Application for a U.S. Passport* (see DOS Web site).

- 2) If the passport applicant was issued a personal, diplomatic, or official U.S. passport within the past 15 years and after the applicant was 16 years old, the applicant must follow the procedures for renewal shown below in Section 8.2.
- 3) The applicant's supervisor must prepare official correspondence requesting issuance of an official passport. The supervisor should address the correspondence to the FAMS Passport Section and include the designated field office POC's phone number, the purpose and date(s) of foreign travel if known, as well as the passport applicant's full name, title and grade, date of birth, and return-mailing address.
- 4) Unless the ICE field office has a POC trained by DOS, the applicant's supervisor should have the applicant contact a local execution office to confirm whether the passport agent will immediately return the application to the applicant, after the passport agent has certified the application.
- 5) If the applicant advises that the passport agent at the local execution office will not return the package after signing it, the supervisor must inform the field office POC. The POC will then request the FAMS Form 1650 by faxing a copy of the supervisor's requesting correspondence to the attention of the FAMS Passport Section.
- 6) Until each ICE field office has a POC duly authorized by DOS to serve as a passport agent, the passport applicant must take the completed DOS forms, photographs and verifying documentation to a local execution office for additional processing. The signed application will normally be sealed in an envelope by the executing passport agent and returned to the applicant. If the package will not be returned, the applicant must take a properly completed FAMS Form 1650 when visiting the local execution office with the application package (See above Sections 8.1.4 and 8.1.5.).
- 7) If the executing passport agent returns the application package, the applicant should provide the package to the designated field office POC, who will send, by overnight delivery, the completed sealed applicant packet, with the signed official correspondence attached to the outside of the packet, to the address shown below:

Federal Air Marshal Service
FAMS Passport Section
1900 Oracle Way, Suite 500
Reston, VA 20190

- 8) The FAMS Passport Section will attach a completed FAMS Form 1650 and send all appropriate forms to DOS passport officials.

8.2. Official Passport Renewal (See Appendix B for additional guidance.):

- 1) The passport holder must complete the online or physical version of DOS Form DS-82, *Application for a U.S. Passport by Mail* (see DOS Web site).

2) If the passport holder has a current personal passport, he/she can choose whether to submit the personal passport along with the passport application. If the employee chooses not to submit a personal passport, he/she should show the passport agent the personal passport and provide other official proof of U.S. citizenship.

3) The passport holder's supervisor must prepare official correspondence requesting issuance of an official passport. The supervisor should address the correspondence to the FAMS Passport Section and include the designated field office POC's phone number, purpose and date(s) of foreign travel if known, as well as the passport holder's full name, title and grade, date of birth, and return-mailing address. The supervisor will provide the completed package to the designated field office POC.

4) The designated field office POC should send, by overnight delivery, the completed application (and required attachments), the signed correspondence, and the expiring official passport to the address shown above in Section 8.1(7).

5) The FAMS Passport Section will attach a completed FAMS Form 1650 and send all appropriate forms to DOS passport officials.

8.3. Passport Amendments Related to Data Errors (See Appendix C for additional guidance.):

1) If a passport was issued with data errors, it must be returned to DOS via the FAMS Passport Section. *The passport holder must complete form DS-5504, Passport Re-Application Form, if the error is detected more than 15 days after the issuance of the passport (see Section 8.3(4) below).*

2) The passport holder's supervisor must prepare official correspondence describing the error and how the passport will be corrected. The supervisor should address the correspondence to the FAMS Passport Section and include the designated field Office POC's phone number, the purpose and date (s) of foreign travel if known, as well as the passport holder's full name, title and grade, date of birth, and return-mailing address. The supervisor will provide the completed package to the designated field office POC.

3) If the error is detected within 15 days of issuance, the designated field office POC should send, by overnight deliver, the passport containing the error, documentation showing the correct information, and the signed correspondence to the address shown in Section 8.1(7).

4) If the error is detected more than 15 days of issuance, the designated field office POC should send, by overnight delivery, the passport containing the error, documentation showing the correct information, *Form DS-5504, "Passport Re-Application Form,"* two new passport photographs, and signed correspondence to the address shown above in Section 8.1(7).

5) The FAMS Passport Section will attach a completed FAMS Form 1650 and send all appropriate forms to DOS passport officials.

8.4. Passport Amendments Not Related to Name Changes (See Appendix C for additional guidance.):

1) Since DOS no longer amends passports to change items appearing on the data page of existing passports, *one may only request additional visa pages for attachments to the existing passport by completing Form DS-4085, "Application for Additional Visa Page."*

2) The passport holder's supervisor must prepare official correspondence describing the need for additional visa pages. The supervisor should address the correspondence to the FAMS Passport Section and include the designated field office POC's phone number, the purpose and date(s) of foreign travel if known, as well as the passport holder's full name, title and grade, date of birth, and return-mailing address. The supervisor will provide the completed package to the designated field office POC.

3) The passport holder's designated field office POC should send, by overnight delivery, the completed *Form DS-4085, "Application for Additional Visa Pages,"* any required documentation, the signed correspondence, and the official passport to the address shown above in Section 8.1(7).

8.5. Name Changes (See Appendix C for additional guidance.):

1) If the name change occurred more than 1 year from the date of original passport issuance, the passport holder must perform the steps outline above in Sections 8.1 or 8.2.

2) *If the name change occurred within 1 year from the date of original passport issuance, the passport holder must complete Form DS-5504, "Passport Re-Application Form", provide 2 new passport photographs, and produce evidence of name change, such as a court order of name change or marriage/divorce decree.*

3) The passport holder's supervisor must prepare official correspondence requesting the change. The supervisor should address the correspondence to the FAMS Passport Section and include the designated field office POC's phone number, the purpose and date(s) of foreign travel if known, as well as the passport holder's full name, title and grade, date of birth, and return-mailing address. The supervisor will provide the completed package to the designated field office POC.

4) The designated field office POC should send, by overnight delivery, the completed application (and required attachments), the signed correspondence, and the valid passport issued less than 1 year ago to the address shown above in Section 8.1(7).

5) The FAMS Passport Section will attach a completed FAMS Form 1650 and send all appropriate forms to DOS passport officials.

8.6. Lost or Stolen Official Passports

- 1) All passport holders must protect their passports and must immediately report lost, stolen, or found passports to their supervisor and designated field office POC. The designated field office POC will in turn inform the Supervisor of the FAMS Passport Section.
- 2) The Supervisor of the FAMS Passport Section will communicate with DOS on matters relating to lost or stolen official passports.
- 3) To request a replacement official passport after it has been lost, stolen or destroyed, the passport holder must complete Forms DS-11 and DS-64, *Statement Regarding Lost or Stolen Passport*.
- 4) Forms DS-11 and DS-64, as well as any necessary accompanying items, should be completed and processed in the same procedures as described in Sections 8.1.3. through 8.1.8.
- 5) The FAMS Passport Section will attach a completed FAMS Form 1650 and send appropriate forms to DOS passport officials.

8.7. Cessation of Employment with ICE

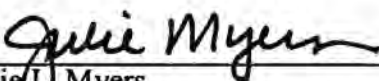
- 1) Before an official passport holder ceases employment with ICE, the passport holder must immediately return the official passport to the holder's supervisor or designated field office POC.
- 2) The designated field office POC will promptly send the official passport to the FAMS Passport Section with official correspondence indicating the nature of the cessation (such as employee no longer employed by ICE or employee transferred to another agency) and including the official passport holder's name, date of birth, and official passport number (to confirm that the enclosed passport is the correct one).

9. ATTACHMENTS

- 9.1. Appendix A. FAMS Form 1650, *Request for Official Passport Action*.
- 9.2. Appendix B. New Passport Issuance Reminders.
- 9.3. Appendix C. Passport Renewal Reminders.
- 9.4. Appendix D. Passport Amendments Reminders.

- 9.5. Appendix E. Frequently Asked Questions (FAQs) Regarding the Official Passport Policy.
10. **NO PRIVATE RIGHT STATEMENT.** This Directive is an internal policy statement of ICE. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable by any party against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

Approved


Julie L. Myers
Assistant Secretary
U.S. Immigration and Customs Enforcement

#1



United States Department of State
Washington, D.C. 20520

MEMORANDUM

February 13, 2007

TO: All Administrative Offices
All U.S. Government Agencies

FROM: *B. Stewart*
Battie H. Stewart
Chief, Official Travel Branch
Special Issuance Agency

I would like to request that all government agencies submit, in writing to the Special Issuance Agency (Official Travel Branch), an updated listing of personnel handling passport matters for your agency. It is further requested that this be done annually or immediately upon changes of personnel within your agency performing these duties. A delay in providing this information may cause a delay in the issuance of official passports to employees of your agency.

The list should include the following:

- A. The names, phone numbers, and e-mail addresses of individuals who are passport agents for your agency. These individuals must have attended passport agents training here at the Special Issuance Agency before executing passport applications.
- B. The names, phone numbers, and e-mail addresses of the individuals who are authorized to sign authorization letters requesting the issuance of official passports for employees of your agency. Also, please provide this office with your complete mailing address. (We suggest a primary and two backup contacts only.)
- C. The names, phone numbers, and e-mail addresses of individuals who can inquire as to the status of any application for an official passport by telephone, e-mail, or in person on behalf of your agency. (We suggest a primary and two backup contacts only.)
- D. A list of employees/couriers who are authorized to deliver applications and pick up passports, correspondence, etc., from this office for your agency. If listing a courier service, please include name of company, phone number, and address of courier service.

Your continued cooperation is appreciated.

REL0000021433

U.S. Department of Homeland Security
Washington, DC 20536



U.S. Immigration
and Customs
Enforcement

Ms. Battie Stewart
Director, Official Travel
U.S. Passport Office, 2nd Floor
1111 19th Street N.W.
Washington, D.C. 20522-1705

Dear Ms. Stewart:

This office respectfully requests your assistance in obtaining an Official Passport for a Department of Homeland Security (DHS) employee. The Officer will be traveling to [redacted] on [redacted] for [redacted] on official government business.

DHS EMPLOYEE

NAME:
SSN:
DOB:
TITLE/GRADE:
DEPARTURE DATE:
TDY LOCATION:

Please contact [redacted] at [redacted], if you have any questions or concerns with this request.

Sincerely,

[redacted]
[redacted]
[redacted]

REL0000021434



U.S. Immigration
and Customs
Enforcement

To Whom It May Concern:

Re: Execution of DSP-11 for a No-fee OFFICIAL Government Passport

This office respectfully requests your assistance in witnessing the enclosed DS-11 for a Department of Homeland Security (DHS) employee. This application is for a no-fee OFFICIAL government passport that will be used by the DHS ICE employee to travel on official government business to several DHS ICE offices overseas. with the DHS ICE office located in Washington, DC.

Please witness and seal the DS-11 for the DHS employee;
aware of the fee for this service.

. The DHS officer is

Once the application has been witnessed and signed by your office and the DHS officer, please forward the application to this office via **FEDEX or U.S. Post Office Express Mail ONLY** (at the expense of the DHS officer).

ADDRESS:

Attn:

Please contact me at above number if further information is required for this action.

Sincerely,