

Personnel Overseas Bulletin

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Passport Renewal

Did you know that when passports are issued, they have an expiration date? If you were 16 years or older when your passport was issued, then your passport is valid for ten (10) years. You should renew your passport approximately nine (9) months before it expires. Many countries require that your passport be valid at least six (6) months beyond the dates of your trip. Some airlines will not allow you to board if this requirement is not met.

While passports can be renewed by mail, U.S. citizens that are residing abroad should renew their passports in person at the nearest U.S. Embassy or U.S. Consulate. Below is a link to a list of websites for the U.S. Embassies/Consulates: <http://usembassy.state.gov/>

It is your responsibility to ensure that your passport does not expire. Take a few minutes to check the expiration date. If it is within nine (9) months of expiring, contact the nearest embassy/consulate to your current overseas location.

Please contact your servicing HR specialist with any questions regarding renewal of your passport.

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