Passport Photocopy:

Please upload a clear photocopy of your passport (the photo and signature page).

Please check that:

- It is signed.
- It is valid 6-months beyond your return to the US.
- The photo, passport number, date of birth, expiration, etc. are all legible in the copy.

Be sure to sign your passport here.

How to Upload This Document:

1. Scan the photo and signature page and save it as a .pdf file.
2. Go to the Document Center by clicking the three lines in the upper left-hand corner of your account.
3. Scroll down to the TSP section on the left side of the screen
4. Select the Passport Photocopy Upload" link
5. Browse to choose your saved file on your computer
6. Once you've selected your file, click the Upload Document button.

Allow our office a few days to process the uploaded file. This item will then be removed from your Task List.

Thank you!