



Passport Services  
Bureau of Consular Affairs  
U.S. Department of State

**IMPORTANT NOTICE**  
**to**  
**FEDERAL AGENCIES PARTICIPATING IN THE SPECIAL**  
**ISSUANCE PASSPORT PROGRAM (SIPP)**

**October 2021**

**Updated Special Issuance Passport Cancellation Procedures**

The Special Issuance Agency (SIA) announces an update to special-issuance passport cancellation procedures. Federal Agencies participating in the SIPP (either as an acceptance facility or as an office signing Letters of Authorization) may physically cancel special-issuance passports issued to an employee, detailee, or personal/non-personal services contractor separating from federal service and notify SIA per instructions below. No need to visit SIA to cancel!

In most cases, a passport application acceptance agent at your federal agency can cancel your special issuance passport on the spot if you will not be renewing it or if your employment with the agency has ended. Please contact your acceptance facility or agency's [travel office](#) for details.

**Cancellation Steps:**

- (1) Confirm with the employee how many valid special-issuance passports they have. Some Department positions qualify for multiple simultaneous passports. All such passports must be canceled if the employee is departing their position, with the possible narrow exception of a transfer to another federal agency under 3(b) below.
- (2) Punch two holes in the machine-readable zone (MRZ)
  - a. For an e-passport book (paper bio data page), punch two holes through the front cover of the book and through the machine-readable zone (MRZ) on the data page.
  - b. For a next-generation passport book (polycarbonate bio data page), punch two holes through the MRZ on the data page **only**.



- (3) Email [CA-PPT-SIA-DOTS@state.gov](mailto:CA-PPT-SIA-DOTS@state.gov) a copy of the physically canceled data page requesting that the passport(s) be electronically cancelled.
- a. If the bearer requests cancellation but does not want to retain the book, the employing agency must return the valid special-issuance passport book(s) to SIA for destruction.
  - b. If the bearer is transferring to another federal government agency and would be entitled to the same type of special-issuance passport book:
    - (1) the losing agency must forward all valid special-issuance passport books for filing to SIA per 8 [FAM 702.4](#).
    - (2) the gaining agency must submit a request to retrieve the valid special-issuance passport on file from SIA. Instructions for filing and retrieving special-issuance passports is located on [SIA's web page](#) under "Transfer, File, or Retrieve."

Email [CA-PPT-SIA-CS@state.gov](mailto:CA-PPT-SIA-CS@state.gov) for further assistance.