

Adding Extension Pages to a U.S. Passport, (DS-4085)

Step 1: In order to add additional visa pages to your official passport, you will submit the following documents to the NOAA Travel Office (NTO) for processing:

- [Checklist](#)
- [DS-4085](#) completed on-line and printed on one-sided sheets of paper and **must be signed and dated**
- Official Passport
- [Foreign Travel Briefing](#)
- [*Travel Authorization](#)
- Emergency Justification Letter (if passport is required in less than 4 weeks lead time)

Step 3: The NTO will submit your passport package to the Department of State (DOS). It will take approximately 4-6 weeks to add the additional pages to your official passport. Once the passport is processed, the DOS will return the passport back to the NTO.

Step 4: The NTO will proceed in obtaining all necessary visas. The official passport with necessary visas will be returned to you once all visas are obtained and we have a signed travel authorization, along with an up-to-date Defensive Travel Briefing on file. When the trip is completed, the official passport must be returned to the NTO for safekeeping unless your office has approval to retain official passports.

*If we are renewing an official passport without a real trip planned, you will submit everything outlined in Step 1 with exception of the travel authorization. Once the official passport is renewed, it is kept at the NTO until a future trip is planned.