



U.S. DEPARTMENT of STATE

Bureau of Consular Affairs



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AGENCY PROFILE

CONSULAR AFFAIRS

is responsible for the welfare and protection of U.S. citizens abroad, issuance of passports and documentation to citizens and nationals, and protection of U.S. border security and facilitation of travel to the United States.



PASSPORT SPECIALISTS

- Receive, examine, and adjudicate applications for the issuance, amendment, and replacement of passports forwarded by acceptance agents or presented by applicants or applicant representatives.
- Examine evidence of citizenship submitted with applications to determine and judge authenticity and adequacy in relation to laws, regulation, and procedures associated with the issuance of passports.
- Maintain constant alertness to the possibility of fraudulent documentation or claims of identity.

Positions are available in Passport Services, Bureau of Consular Affairs.

BENEFITS OVERVIEW

The Bureau of Consular Affairs offers a comprehensive benefits plan designed to ensure a positive work-life balance:



- Health Insurance
- 401(k) retirement plan with matching contributions
- Life insurance
- Flexible spending accounts
- Student Loan Repayment Program
- Training/Professional Development
- Opportunity for travel
- Overtime may be available
- Annual and sick leave
- Paid holidays

IMPACT

Why working for the Bureau of Consular Affairs will be impactful to you and others:



- Excellent benefits
- Competitive salaries
- Opportunity for advancement
- Directly serve U.S. citizens and facilitate international travel
- Make a real difference in someone's life
- Join the long history of public service
- Protect the national security of the United States

For information on open positions in the Bureau of Consular Affairs, please visit our website: careers.state.gov/ca

U.S. Department of State is an Equal Opportunity Employer.

MEET OUR EMPLOYEES

Why do our employees enjoy working at the Bureau of Consular Affairs? We asked, and this is what they had to say.

“As a foreign born American Citizen, I'm very proud and happy to be a passport specialist. Every day I adjudicate the document that is not only a travel document, but also represents the values of the United States - freedom, law and protection for its people.”

-Dorota, Passport Specialist

“I believe the best part of working in passports is that we take teamwork to another level. I have never been a part of a group of people so willing to drop whatever they are doing to help another. Knowing we are all in this together is truly inspiring to be a part of.”

-Charlene, Passport Specialist