



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

May 7, 2020

NOTICE

New Requirement for Tax Documents to Support Requests For Employment Authorization Documents

The Office of Foreign Missions (OFM) wishes to inform foreign missions of a change in the required supporting tax documents when submitting requests for employment authorization documents (EAD) for qualifying dependents of foreign mission members.

Effective immediately, foreign missions and their members must provide the tax return documentation below.

- Federal tax transcript for each year covered by the current EAD as well as State tax returns for such years covered by the current EAD. To obtain a free federal tax transcript, visit: <https://www.irs.gov/individuals/get-transcript>.
 - For A and G series visa holders, applicants should have filed federal income tax returns utilizing Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder. If the applicant filed federal forms other than 1040NR or 1040NR-EZ, the applicant may need to file amended tax returns.
 - For NATO visa holders only: applicants can file either 1040 or 1040NR forms but must provide the tax transcript of these returns.
 - If the applicant had an EAD but was never employed, the applicant must include a statement certifying that he/she earned no income. Unpaid internships and pro bono work should be included in the letter.

Foreign missions may contact OFM with any related questions at OFM-EAD@State.gov.