



United States Department of State

Washington, D.C. 20520

January 31, 2025

NOTICE

Launch of the “Employment Authorization Document” eGov Module: Updated Procedures for Requesting Employment Authorization Applications

Effective **February 7, 2025**, the Department of State’s Office of Foreign Missions (OFM) will only accept Employment Authorization Documents (EAD) applications from foreign missions electronically via the Department’s eGov system. Paper submissions will no longer be accepted as of Friday, February 7, 2025. Paper applications received after February 7 will be returned to mission.

On February 7, 2025, foreign missions will find a new link in eGov titled “Employment Authorization” located under the Accreditation section of the “Employment Authorization Documentation” module. EAD applications require the following documents to be uploaded with the application and must be labeled as: “DOCUMENT TYPE - LAST NAME - GIVEN NAME”

- **Diplomatic Cover Sheet**
 - This cover sheet from the foreign mission or international organization should be submitted as a PDF.
- **Form I-765, Application for Employment Authorization**
 - This PDF form is available at <https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf> and should be completed with black ink or typed and signed in ink.
- **Form I-566, Interagency Record of Request**
 - This PDF form is available at <http://www.uscis.gov/sites/default/files/files/form/i-566.pdf>

and should be completed with black ink or typed and signed in ink.

- **Passport Scans**
 - PDF scan of the passport bio page, visa page, and I-94 for both the dependent applicant and the principal.
- **Passport Photo in JPG Format**
 - Full color 2x2 JPG photo scanned against a white background at 400 dpi or higher.
- **Previously Issued Employment Authorization Card (front and back of card)**
 - For EAD renewal applications only, a PDF scan of the front and back of the existing card.
- **Prior Tax Information for Years Previously Authorized to Work**
 - For EAD renewal applications only, PDF submission of Federal Tax Transcripts from the Internal Revenue Service which show the applicant previously filed form 1040NR and state income tax returns, where applicable.

On the basis of current bilateral work agreements or de facto work arrangements with the United States, the submission of additional documentation may be required for certain countries including:

- **Job Offer Letter or Self-Employment Letter**
- **Supplemental Student Transcript**

For more detailed information regarding OFM's Dependent Work Authorization program, missions may refer to the Department of State's circular note No. 22-506, dated March 16, 2022. Detailed guidance regarding Dependent Work Authorization applications is available online on OFM's website at: <https://www.state.gov/wp-content/uploads/2022/03/EAD-Applications-Guide-for-Missions.pdf>

Questions concerning the submission of EAD applications via eGov may be directed to OFM at OFM-FMS@state.gov.