



U.S. Customs and Border Protection

CBP Law Enforcement Officers Safety Act (LEOSA) Program Frequently Asked Questions (FAQs)

How do I apply for a CBP LEOSA Photographic Identification?

Completed CBP LEOSA Photographic Identification application packages may be emailed to CBP_LEOSA@cbp.dhs.gov or mailed to: Office of Professional Responsibility, Security Management Division, c/o LEOSA, 90 K St., NE, Suite 600, Washington, DC 20002. If emailing, ensure to password protect documents containing PII/SPII, and send the password in a separate email. NOTE: CBP LEOSA Photographic Identifications will only be mailed to residential addresses.

Can I email my CBP LEOSA application?

Yes. Completed CBP LEOSA Photographic Identification application packages may be emailed to CBP_LEOSA@cbp.dhs.gov. Ensure to password protect documents containing PII/SPII, and send the password in a separate email.

How soon can I apply for my CBP LEOSA Photographic Identification?

CBP LEOSA Photographic Identification applications should be submitted no sooner than 45 days from the expected retirement/separation date (from the CBP Law Enforcement Officer (LEO) position).

What happens if my CBP LEOSA Photographic Identification application packet is incomplete, will it still be processed?

Incomplete packets will not be processed. The Security Management Division (SMD) will notify the applicant, and the incomplete packet will be returned to the applicant via mail (if applicable).

Can my DHS Personal Identity Verification (PIV) or CBP credential photo be used instead of a passport (type) photo?

No. You will need to have a recent photo taken of you, meeting the passport photo requirements with a white or cream background. If emailing your CBP LEOSA Photographic Identification application packet, the scanned photo must be a recent photo, clear, and focused. The most common image file formats are JPG, TIF, PNG, and GIF.

For information on passport photo requirements, please feel free to visit:
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

Do I need a passport in order to apply for a CBP LEOSA Photographic Identification?

A passport is not required in order to obtain a photo meeting the passport photo requirements.

You will need to have a recent photo taken of you, meeting the passport photo requirements with a white or cream background. If emailing your CBP LEOSA Photographic Identification application packet, the scanned photo must be a recent photo, clear, and focused. The most common image file formats are JPG, TIF, PNG, and GIF.

For information on passport photo requirements, please feel free to visit:

<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

Can I fax a copy of my passport to meet the passport photo requirement?

No. You will need to have a recent photo taken of you, meeting the passport photo requirements with a white or cream background. If emailing your CBP LEOSA Photographic Identification application packet, the scanned photo must be a recent photo, clear, and focused. The most common image file formats are JPG, TIF, PNG, and GIF.

For information on passport photo requirements, please feel free to visit:

<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>

How many copies of my photo meeting passport requirements do I have to submit along with my application?

Only one photo meeting passport requirements is required.

Can I submit a digitally produced photo meeting passport requirements?

Yes. The scanned photo must be a recent photo, clear, and focused. The most common image file formats are JPG, TIF, PNG, and GIF.

The digital photo meeting passport requirements along with the completed CBP LEOSA Photographic Identification application packet can be emailed to CBP_LEOSA@cbp.dhs.gov.

How long does it take to process my CBP LEOSA application?

On an average, the processing time for CBP LEOSA applications is 45 days. However, the length of processing time will vary based the individual circumstances of each application.

Do I need to submit my SF-50s?

You must submit your SF-50s for each year of LEO service prior to 2003 from a predecessor agency whose functions were merged into CBP or SF-50s for law enforcement service from other Federal agencies if accrued prior to joining CBP. SF-50s are only required if you never served as an LEO under CBP or if LEO service from another Federal agency is required to

justify the aggregate 10 or more years of LEO service.

If you do not have your SF-50 copies, you can request them through the [National Archives](#). Former Federal Civilian Employees (the person of record) may obtain copies of their most recent civilian and personnel medical records on file at the National Personnel Records Center (NPRC), including copies of their SF-50s.

Do I need a letter from my supervisor? Where do I obtain a sample letter?

A letter from your supervisor is no longer required.

I served 9 ½ years in a CBP LEO position and I served in good standing. Do I still qualify for a CBP LEOSA Photographic Identification?

To be eligible for a CBP LEOSA Photographic Identification, you must have an aggregate of 10 years or more of LEO service (service can be with CBP and/or other law enforcement entities).

I separated from the CBP LEO position, and came back to CBP in a non-LEO position; do I still have to provide a Self-Obtained FBI Identity History Summary Check (IHSC)?

Yes. The FBI IHSC is required if you had 1+ days break in service.

Can I use my FBI IHSC from last year for my CBP LEOSA Photographic Identification application?

No. Your FBI IHSC must be obtained within 60 days prior to application submission and submitted together with all other required documentation. Applications submitted that have FBI IHSC with processing dates in excess of 60 days will be rejected. A criminal records history check is required for all eligible applicants.

Where can I go to obtain my FBI IHSC?

The FBI offers the following three options for requesting an IHSC:

- Option 1: Electronically Submit Your Request Directly to the FBI
- Option 2: Submit Your Request Directly to the FBI via the Mail
- Option 3: Submit Your Request to an [FBI-Approved Channeler](#)

For additional information, visit: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

What kind of “Documentation Evidencing an Aggregate of 10 Years or More of LEO Service Outside of CBP” do I need to provide for my CBP LEO service?

- If your 10 or more years of LEO service was with CBP (2003 – Present), you are not required to provide documentation evidencing an aggregate of 10+ years of LEO service.
- If you retired/separated prior to 2003 from a predecessor agency whose functions were

merged into CBP, you must submit copies of your SF-50s for each year of Federal LEO service (totaling at least 10) with the predecessor agency.

- If you do not have your SF-50 copies, you can request them through the [National Archives](#). Former Federal Civilian Employees (the person of record) may obtain copies of their most recent civilian and personnel medical records on file at the National Personnel Records Center (NPRC), including copies of their SF-50s.
- For military service as a Military Police Officer or other Military LEO occupational specialty, you would need to provide documentation (e.g., Military Police DD-214) evidencing your LEO service outside of CBP.
- For LEO service with other local/state/federal law enforcement agencies, you would need to provide a letter on agency/departamental letterhead stating the title of the LEO position (e.g., Police Officer, Deputy Sheriff, etc.), appointment start and end dates, and attesting that you separated in good standing as an LEO.

Some of my LEO service was from the military, what type of documentation must I submit?

You must submit a copy of your DD-214 evidencing military LEO service dates if needed to justify 10 or more years of service.