



FAQ# 1: How do I apply for a CBP LEOSA Photographic Identification?

The CBP LEOSA application can be obtained through the [CBP LEOSA website](#) or by emailing a request to CBP_LEOSA@cbp.dhs.gov. 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 Street N.E., Mailstop 1175, Washington, DC 20229. If emailing, ensure to password protect documents containing Personally Identifiable Information (PII) or Sensitive PII (SPII), and send the password in a separate email. NOTE: CBP LEOSA Photographic Identifications will only be mailed to residential addresses; CBP LEOSA Photographic Identifications will not be mailed to P.O. Box addresses.

FAQ# 2: Can I email my CBP LEOSA application?

Yes. Email 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.

FAQ# 3: How soon can I apply for my CBP LEOSA Photographic Identification?

CBP LEOSA Photographic Identification applications can be submitted to the Office of Professional Responsibility (OPR), Security Management Division (SMD) within 90 calendar days of the anticipated retirement/separation date (from the CBP Law Enforcement position).

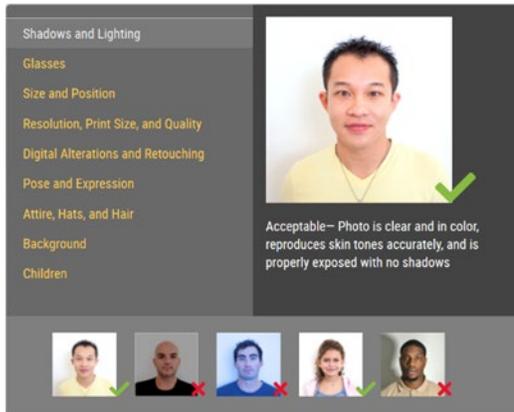
FAQ# 4: What happens if my CBP LEOSA Photographic Identification application packet is incomplete, will it still be processed?

No. Incomplete packets will not be processed. OPR/SMD will notify the applicant, and the incomplete packet will be returned to the applicant via mail upon request.

FAQ# 5: Can my DHS Personal Identity Verification (PIV) or CBP credential photo be used instead of a photo meeting the passport photo requirements?

No. The applicant will need to submit a recent photo meeting the passport photo requirements with a white or cream background. The photo must be clear, focused, and without a glare. Selfies, a picture of a picture, and photos taken in official uniforms are not acceptable photos.

When emailing the CBP LEOSA Photographic Identification application packet, the most common image file formats for the digital photo are JPG, TIF, PNG, and GIF. See photo example below:



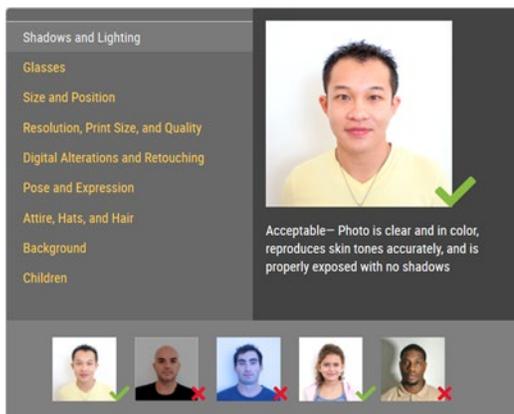
For information on passport photo requirements, please feel free to visit the [U.S. Department of State](#).

FAQ# 6: Do I need a passport in order to apply for a CBP LEOSA Photographic Identification?

No. A passport is not required in order to obtain a photo meeting the passport photo requirements.

The applicant will need to submit a recent photo meeting the passport photo requirements with a white or cream background. The photo must be clear, focused, and without a glare. Selfies, a picture of a picture, and photos taken in official uniforms are not acceptable photos.

When emailing the CBP LEOSA Photographic Identification application packet, the most common image file formats for the digital photo are JPG, TIF, PNG, and GIF. See photo example below:



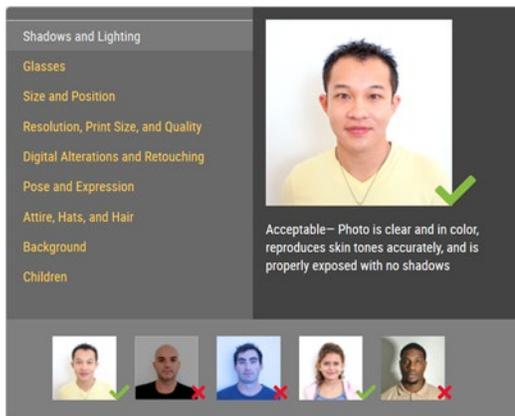
For information on passport photo requirements, please feel free to visit the [U.S. Department of State](#).



FAQ# 7: Can I fax a copy of my passport to meet the photo requirements?

No. The applicant will need to submit a recent photo meeting the passport photo requirements with a white or cream background. The photo must be clear, focused, and without a glare. Selfies, a picture of a picture, and photos taken in official uniforms are not acceptable photos.

When emailing the CBP LEOSA Photographic Identification application packet, the most common image file formats for the digital photo are JPG, TIF, PNG, and GIF. See photo example below:



For information on passport photo requirements, please feel free to visit the [U.S. Department of State](https://www.state.gov).

FAQ# 8: How many copies of my photo meeting passport requirements do I have to submit along with my application?

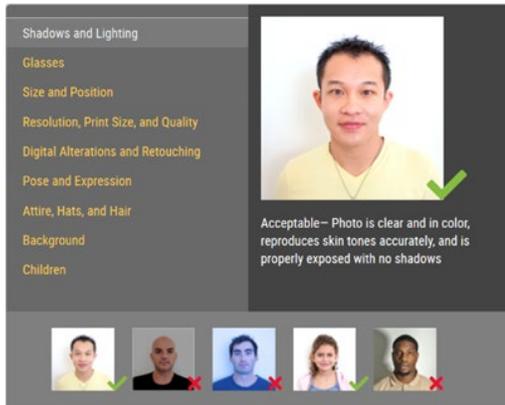
Only one photo meeting passport requirements is necessary.

FAQ# 9: Can I submit a digitally produced photo meeting the photo requirements?

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

The photo must meet the passport photo requirements with a white or cream background, clear, focused, and without a glare. Selfies, a picture of a picture, and photos taken in official uniforms are not acceptable photos.

The most common image file formats for the digital photo are JPG, TIF, PNG, and GIF. See photo example below:



For information on passport photo requirements, please feel free to visit the [U.S. Department of State](#).

FAQ# 10: How long does it take to process my CBP LEOSA application?

The processing time for completed CBP LEOSA applications is approximately 90 calendar days from the date of receipt by OPR/SMD. However, the length of processing time may vary based on individual application circumstances. **NOTE:** Some cases may require extensive review and the processing time may exceed 90 calendar days.

FAQ# 11: I am a current CBP employee (non-law enforcement) with an aggregate of 10+ years of law enforcement service from a federal or on-federal agency (i.e., non-CBP law enforcement service). Can I apply for a CBP LEOSA Photographic Identification?

No. To be eligible for a CBP LEOSA photographic identification, the applicant must have served in a CBP law enforcement position for an aggregate of 10+ years (**law enforcement service can be a combination of CBP and other law enforcement entities**); or separated from service with CBP, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by CBP. **NOTE:** The last dates of aggregate law enforcement service must have occurred while being actively employed with CBP.

FAQ# 12: Do I need to submit my SF-50s and/or other supporting documentation?

- If the applicant's 10+ years of law enforcement service was all with CBP (i.e., from 2003 to present), the applicant is not required to submit SF-50s or other supporting documentation.
- If the applicant retired/separated prior to 2003 from a predecessor agency whose functions were merged into CBP, the applicant must submit copies of his/her SF-50s for each year of federal law enforcement service (totaling at least 10 years of law enforcement service) with the predecessor agency. If the applicant does not have



copies of his/her SF-50s, the applicant can request them through the [National Archives](#). The applicant (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.

- If the applicant's aggregate 10+ years of law enforcement service was a combination of law enforcement service with CBP and military law enforcement, the applicant must provide documentation (e.g., military Police DD-214) evidencing his/her law enforcement service outside of CBP.
- If the applicant's aggregate 10+ years of law enforcement service was a combination of law enforcement service with CBP and other federal agencies or law enforcement entities, the applicant must submit a letter from the other federal agency or law enforcement entity on agency/departmental letterhead stating the applicant's law enforcement title or position, appointment start and end date, and attesting that the applicant separated in good standing as a law enforcement.

FAQ# 13: I served 9 ½ years in a CBP Law Enforcement position and I served in good standing. Do I still qualify for a CBP LEOSA Photographic Identification?

No, unless if the Applicant separated from the CBP law enforcement position due to a service-connected disability (as determined by CBP) after completing any applicable probationary period of such service.

FAQ# 14: What kind of "Documentation Evidencing an Aggregate of 10+ Years of Law Enforcement Service Outside of CBP" do I need to provide?

- If the applicant's 10+ years of law enforcement service was all with CBP (i.e., from 2003 to present), the applicant is not required to submit SF-50s or other supporting documentation.
- If the applicant retired/separated prior to 2003 from a predecessor agency whose functions were merged into CBP, the applicant must submit copies of his/her SF-50s for each year of federal law enforcement service (totaling at least 10 years of law enforcement service) with the predecessor agency. If the applicant does not have copies of his/her SF-50s, the applicant can request them through the [National Archives](#). The applicant (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.
- If the applicant's aggregate 10+ years of law enforcement service was a combination of law enforcement service with CBP and military law enforcement, the applicant must provide documentation (e.g., military police DD-214) evidencing his/her law enforcement service outside of CBP.
- If the applicant's aggregate 10+ years of law enforcement service was a combination of law enforcement service with CBP and other federal agencies or law enforcement entities, the applicant must submit a letter from the other federal agency or law enforcement entity on agency/departmental letterhead stating the



FAQ# 15: Some of my law enforcement service was from the military, what type of documentation must I submit?

The applicant can submit copies of his/her DD-214 evidencing their military law enforcement service dates.

FAQ# 16: I am currently in a CBP law enforcement position, do I need to submit a letter from my supervisor evidencing that I separated in good standing? Where do I obtain a sample letter?

No. A letter from the applicant's supervisor is not required for applicants whose law enforcement service was all with CBP or from a predecessor agency whose functions were merged into CBP.

FAQ# 17: I am a current CBP employee in a law enforcement position, am I required to provide a Self-Obtained FBI Identity History Summary Check (IHSC)?

No. The self-obtained FBI IHSC is only required for Applicants who have separated from CBP with 1+ days break in service.

FAQ# 18: I separated from the CBP law enforcement position (1+ days break in service), and came back to CBP in a non-law enforcement position; do I still have to provide a Self-Obtained FBI IHSC?

Yes. The self-obtained FBI IHSC is required if the applicant has 1+ days break in service.

FAQ# 19: Can I use my Self-Obtained FBI IHSC from last year for my CBP LEOSA Photographic Identification application?

No. The applicant's self-obtained FBI IHSC must be obtained within 60 calendar days prior to application submission and submitted together with all other required documentation. Applications will be rejected if the self-obtained FBI IHSC was processed in excess of 60 calendar days.

FAQ# 20: Where can I go to obtain my Self-Obtained 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 the [FBI Services](#).



FAQ# 21: Does CBP Provide Annual Firearms Certification Services (e.g., training) to retired/separated employees for the purpose of LEOSA?

No. CBP cannot perform or assist with annual firearms testing certification for retirees or separated CBP employees for the purpose of LEOSA. In accordance with 18 U.S. Code § 926C “Carrying of concealed firearms by qualified retired law enforcement officers”, section (d)(2)(B), the applicant must obtain “*a certification issued by the State in which the individual resides or by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State that indicates that the individual has, not less than 1 year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the State or a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State to have met.*”

Questions

For questions pertaining to the CBP LEOSA Program, please contact CBP’s Office of Professional Responsibility, Security Management Division at cbp_LEOSA@cbp.dhs.gov.