

Remove the DS-71, Affidavit of Identifying Witness, "3-2012 Version," Passport Form (Identification of a Passport Applicant)

The Department of State has notified the Postal Service™ to discontinue the use of Passport Form DS-71, *Affidavit of Identifying Witness*, edition: 03-2012, expiration date: 04-30-2015 immediately. The form was not approved by the Office of Management and Budget (OMB) and should be removed and destroyed **IMMEDIATELY**.

The DS-71, *Affidavit of Identifying Witness* passport form is used when an applicant applying for a passport has insufficient or unacceptable identification and has an identifying witness.

An Identifying Witness

An identifying witness is a person who can swear to your identity. He or she **must**:

- Be **present** at the time of application
- Have known you for at least **2 years**
- Be a **U.S. citizen** or **permanent resident**
- Have **valid ID**
- Fill out **Form DS-71: Affidavit of Identifying Witness** in the **presence** of a Passport Agent

NOTE: Form DS-71 is **only** available at your local Acceptance Facility or a Passport Agency.

Until further notified, the correct form to be used is the OMB Approval No. 1405-0088; Expiration Date: 03-31-2013 version of DS-71. For reference, view the "DS-71" PDF file which accompanies this *Retail Digest's* email distribution.

If any further information is needed, please visit the Travel.State.Gov > Passport Forms webpage or click the following link to email the Subject Matter Expert (SME)/Program Manager.

Channel
Access >
Retail
Services:
Passports

Urgent

Consumer Product Cycle Count – ReadyPost®, April 2013

On Monday, April 8, 2013, every ReadyPost **REPLENISHMENT** office should receive a notification in MyPO to conduct an audit on the below items. Offices must audit their ReadyPost/Consumer Product inventory as outlined in the notification by Close-of-Business (COB) Friday, April 12, 2013 in order to maintain inventory quantities and optimize sales potential. The audit should be conducted in the morning prior to opening for business and entered into Point-of-Service (POS) ONE back office the same day.

Please ensure every office completes the audit based on the list of items included in their individual MyPO notification. The MyPO notifications are tailored to specific locations and include only the items each specific location needs to audit. The list of **possible products** an office will need to audit is indicated in the below chart. **If you no longer have this product please enter a zero.**

Article continued on following page.

Asset
Management

Action
Required