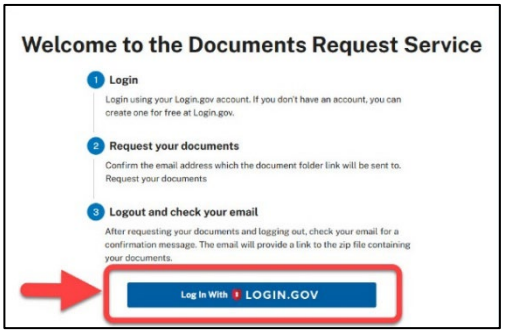
# Request Your Official Personnel Folder (OPF)

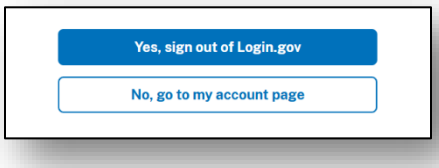
## Requesting Your Documents

Follow these steps to access the Documents Request Service (DRS) and request your personnel files:

1. Navigate to the DRS portal (https://myopf.opm.gov) and click **Log In with Login.gov.**



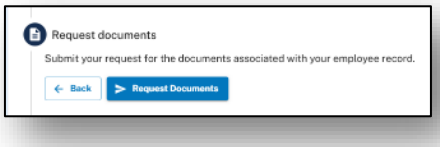

2. Complete Login.gov's identity verification process. Click **Yes, sign out of Login.gov** when prompted to return to the DRS site.
   Note: You may not experience the additional identity verification if you have previously completed it.




3. Confirm your Login.gov email is the same as you want the documents sent to.
   Note: If it is not the desired email address, click **No** and update your email address with Login.gov accordingly.




4. Request your documents. Your request will be processed, and you may end your session.




5. You will receive a notification sent to the associated Login.gov email to return to the DRS site and download your documents in a password-protected zip file. Password details are explained in the email and documents within the file are ordered starting from earliest to most recent.




   **Note**: It is recommended to download and save your file immediately. The link to download your file will expire in 24 hours. If the link expires, you will need to submit a new request.

For more information or troubleshooting on creating an account and verifying your identity with Login.gov, please reference https://login.gov/help/.

For more information regarding the DRS, please reference https://eopfhelpdesk.opm.gov. If you experience download issues after receiving your email, please contact eopfhelpdesk@eopf.opm.gov with "Documents Request Service" in the subject line.