

Circular Letter No. 1164**August 25, 2025****To:**
Printing and Publishing Officials of the
Federal Government**Subject:**
GPO Rider Requisitions for the
NEW Official Portrait of the President

The Government Publishing Office is now accepting rider orders for the new official portrait of the President of the United States (portraits will be delivered once production has been complete, GPO does not have a specific date yet).

Requisitioning - The preferred method of submitting requisitions (SF1's) is to e-mail them to **requisitions@gpo.gov** with the Jacket number(s) in the subject line. If you cannot e-mail requisitions, you can also fax them to (202) 478-1762. Field or regional managers should coordinate their requirements with their Washington, DC, area headquarters' printing officers before submitting any paperwork.

Send rider SF-1 requisitions for **Jacket No. 265-923** and the completed order form on page 3 of this letter or if you require multiple delivery locations please contact **kesmith@gpo.gov** for the excel format required along with the signed SF-1 to GPO by no later than **December 31, 2025**.

The NEW Official Portrait of the President is available in the following sizes:
8" x 10", 11" x 14", and 20" x 24"

The SF1 can be found online here:

<https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1-rev.pdf>

GSA Buildings - The General Services Administration (GSA) will be submitting an order to provide for the placement of official presidential portraits in each GSA-maintained federal building. If you have questions about this aspect of placing your order, please direct them to your building manager.

Pricing - Rider rates for the various sizes are listed below. By submitting your agency rider SF1 prior to production, it will allow your order to be printed during the initial press run resulting in a substantial cost savings that will be passed on to you. Shipping and handling is added to each order.

	POTUS 8 X 10"	POTUS 11 X 14"	POTUS 20 X 24"
Per Copy	\$0.30	\$0.42	\$0.86
Shipping & Handling	\$0.60	\$0.60	\$0.60
All inclusive per copy *	\$0.90 ea	\$1.02 ea	\$1.46 ea
	* The \$0.60 S&H rate is per copy ordered, with a minimum shipping and handling cost of \$10.00 per destination (sent traceable means – UPS Ground “no P.O. Boxes please”).		

Late Orders - GPO will not be able to accept late orders at the rider rate. After December 31, 2025, portraits must be ordered through the GPO Online Bookstore at: <https://bookstore.gpo.gov>.

Questions - If you have any questions, contact GPO's Requisition Section via email at requisitions@gpo.gov.

Sincerely,



JAMIE FOWLER
Managing Director,
Government Publishing & Print Procurement

Attachment to SF-1

Official Portraits of the President
Circular Letter 1164
2025 Rider Information

Fill out the following form to order various quantities of the sizes listed below and attach it to your agency's Requisition (SF1) for Printing and Binding. One delivery address is recommended, however orders that have multiple delivery locations, please contact **kesmith@gpo.gov** for the excel format required for the delivery locations.

Agency	
Requisition #	BAC#
Credit Card? (<input type="checkbox"/> Yes or <input type="checkbox"/> No)	Do Not Enter Credit Card Information
Contact Name:	
Phone No. For Credit Card Number:	
Jacket 265-923 (use to order these three sizes)	
New Official POTUS portraits	Quantity
8" x 10"	
11" x 14"	
20" x 24"	
Note: Please provide the full street address -- include the suite / room number, Attn: POC and phone number at the delivery location (along with email address to send the tracking number for the shipment) for each location with corresponding requested quantities.	
Deliver to:	
Attention:	
Office:	
Address 1:	
Address 2:	
City:	
State:	
Postal Code:	
Country Code:	
Email address (UPS) tracking information will be sent to this email:	
Phone number at delivery location POC:	
Comments:	