

(YOUR UNIT LETTERHEAD)

DATE

MEMORANDUM FOR DEPARTMENT OF STATE
Passport Services, Special Issuance Agency
Official Travel Branch
ATTN: Ms Battie Stewart

FROM: *Unit/Squadron*
Unit/Squadron Complete
Mailing Address

SUBJECT: Request Expedite of Passport Application

1. Request passport application(s) for an official passport be expedited on the following individual(s):

<i>Individual's Full Name</i>	<i>SSAN</i>	<i>DOB</i>
<i>(as completed on application)</i>		

2. Individual(s) will be departing CONUS date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified date notified that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel.
3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport. (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one).
4. Travel cannot be postponed to a later date because (state reason travel date cannot be altered).
5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN phone number.

SIGNATURE BLOCK
(Signature, Commander)
(General officer or SES

equivalent)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- *Replace All Italicized/Underlined Text*
- Staple letter to front of application.
- One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application.
- Memo **must** be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. **However**, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature.
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- If a passport is required in less than 10 days, orders must be submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.

Dependent Family members requiring no-fee passports need to be provided the following guidance:

DEPENDENT NO FEE PASSPORT GUIDANCE

APRIL 2016

For Further information please call one of our Passport Agents at 580-442-4853 / 5410.

All Dependents (U.S. Citizens/Naturalized) must be present when applying for a Military No fee Passport. You may begin applying once an assignment is received. The current processing time for passports is between 6-8 weeks. Office hours are 0730-1500, no appointments needed.

THE FOLLOWING DOCUMENTS BELOW ARE REQUIRED TO APPLY FOR THE MILITARY NO FEE PASSPORTS:

1. Provide our Agent one of the following: ERB/RFO/orders, completed DA5888 Medical Screening, DA4787 or something showing you are pending an overseas assignment. (Germany, Italy, Japan, Korea, Italy, and Alaska) require a passport for dependents. Italy also will require a visa.
2. *DS-11 or DS-82*. See next page for online instructions. This form must be typed, cannot be handwritten, must show 2nd barcode in the upper left hand corner when printed out
3. Photo copy of *Military CAC card* front and back (Mandatory for Government issued passports)- your name on the dependent military ID card must match the passport application.
4. Photo copy of *driver's license*, front and back
5. *Passport Photos (2)*: You may use the free DA Photo Lab/Media Center at building 3162 Haskell Road off of Hoskins Road. PH: 580-442-8721. Please, NO bare shoulders, no attire that looks like a military uniform and must use white or beige backgrounds only.
6. *Original State birth certificate/Naturalization Certificate or Previous passport. (NO BLACK AND WHITE/SCANNED COLORED COPIES AUTH.)* These will also be attached to the packet and sent out, but will be returned with passport
7. Original or Certified copy of the Marriage License

NO ABSTRACT BIRTH CERTIFICATES.

To obtain a NEW BIRTH CERTIFICATE, please visit this website: <http://www.cdc.gov/nchs/w2w.htm>
Save the receipt and any extra fees. You may file on a travel voucher once you arrive in country for reimbursement.

To obtain a BORN OF BIRTH ABROAD, please contact the Passport Vital Records Office in Washington, D.C> at 202-955-0307 or visit the following website at: www.travel.state.gov/vital_records_services.html. The cost is normally \$50 per copy. This is also reimbursable

IF ONLY ONE PARENT APPEARS IN PERSON, THE FOLLOWING MUST BE PRESENTED

- A Notarized Department of State (DS-3053) Parent Consent Form or a signed/notarized statement from the non-applying parent consenting to the issuance of a passport for a minor child. A copy of their ID with photo used for the notarization must match the DS3053 and be sent with the form.
- A court order/divorce decree / other legal document granting sole-primary legal custody to the parent who is making out the application for the minor.
- An adoption decree which lists the name of only the parent making the application and the new birth certificate for the minor.

NOTE: If an applicant is in arrears back child support of \$2500.00 or more, based on Section 51.60 (a) (2) of Title 22 of the Code of Federal Regulations and the certificate of the Secretary of Health and Human Services (HHS), you will not be entitled to a Government issued Passport until the amount is satisfied through HHS and then cleared with the State Department.

For a list of Child Support Enforcement Agencies, their contact information can be found online at:

<https://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.extivdlist>

ONLINE APPLICATION PROCEDURES:

APRIL 2016

THE PASSENGER TRAVEL OFFICE IS LOCATED IN BUILDING 4700, ROOM 107. BEFORE COMING TO APPLY FOR PASSPORTS, PLEASE READ AND FOLLOW THE PROCEDURES FOR APPLYING FOR A PASSPORT ONLINE. THIS APPLICATION MUST BE TYPED OUT AND EACH APPLICANT PRESENT WHEN APPLYING.

STEP 1: Go to <https://pptform.state.gov/> or if this site is down, try going to <https://travel.state.gov> and click on new passport

STEP 2: Check the Privacy Statement box that you have read the Privacy and Computer Fraud and Abuse Act, click on Submit. And then click to Submit the form online.

STEP 3: Fill out the required information for "each" passport Applicant. Fill in your Name, Social, birth information, etc.

STEP 4: WHERE SHOULD THE PASSPORT BE MAILED TO:

PLEASE ADD THE FOLLOWING ADDRESS FIRST. (DO NOT PUT YOUR HOME ADDRESS HERE, THERE WILL BE A STEP FOR THAT NEXT)

STREET ADDRESS:	4700 MOW WAY ROAD
STREET ADDRESS 1:	SUITE 107
CITY:	FORT SILL
COUNTRY:	UNITED STATES
STATE:	OKLAHOMA
ZIP CODE	73503
IN CARE OF:	LRC TRANSPORTATION OFFICE

STEP 5: Check the box "NO" for this is NOT your Permanent Address. (This opens up another box for your residence address. Now you may fill in your home address)

STEP 6: Check your Preferred Method of Communication / Your Email address and your Phone Number Information. Click Next

STEP 7: TRAVEL PLANS:

Enter the Date of your Travel

Enter the Return Date of your travel:

Enter the Country you are being assigned to (for Alaska, type in both Alaska/Canada) click next

STEP 8: ENTER YOUR EMERGENCY CONTACT INFORMATION

STEP 9: ENTER YOUR MOST RECENT PASSPORT INFORMATION IF APPLIES: (if you enter any previous passport information for a minor, please bring in both the birth certificate and the previous passport to our office) otherwise Select NONE: click NEXT

STEP 10: PARENT & SPOUSE INFORMATION (all blanks, DOB's State of Birth must be filled in please)

STEP 11: ENTER SPOUSE INFORMATION IF YOU HAVE EVER BEEN MARRIED – select next

STEP 12: ENTER ANY ADDITIONAL NAMES YOU ARE KNOWN BY (Maiden names, adopted names, divorced names) select next

You now come to the Passport Application Review Page. This is where you can edit any information you may have entered wrong. Select Next.

STEP 13: PASSPORT PRODUCTS AND FEES PAGE: (this passport is no cost to you, but please select the PASSPORT BOOK (\$110) What this does is place the 2nd barcode upon the upper left hand corner of this application form when it is printed. No other boxes need to be checked.

STEP 14: Scroll down to the shaded box that states: "I HAVE READ AND ACKNOWLEDGE THE STEPS AND INFORMATION CONTAINED ABOVE".

STEP 15: SELECT CREATE FORM / SELECT OPEN / PRINT (Please bring this form and all of the additional documents on the previous page to our office. Do Not Sign this form. You will be asked to sign in front of the Passport Agent.) If you have any questions, please give one of our Passports Agents a call at 580-442-4853 or 580-442-5410.

OFFICIAL / DIPLOMATIC PASSPORT GUIDANCE

APRIL 2016

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- 1. Provide one of the following: Orders, tasking, Unit Deployment orders, Memorandum from the unit requesting the passport etc.**
- 2. DS-11 or DS-82. See next page for online instructions. This form must be typed, not handwritten, must show 2nd barcode when printed out**
- 3. Photo copy of *Military CAC card* front and back (Mandatory for Government issued passports)- your CAC card information must match the passport application.**
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*IF YOUR PASSPORT(S) NEED TO BE EXPEDITED, PLEASE ASK FOR EXPEDITE PROCEDURES.

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JULY 2015

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