

S/S  
15 JUNE 84

ARMY REGULATION

No. 600-290

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 1 December 1981PERSONNEL—GENERAL  
PASSPORTS AND VISAS*Effective Upon Receipt*

*This revision updates information concerning the Army's passport program; outlines procedures for obtaining passports and visas for official travel; outlines requirements for evidence of citizenship and photographs for passports; and gives information on special passport and visa requirements, by country. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will send one copy of each to HQDA (DAPC-POF-RR), Alexandria, VA 22332; other commands will send one copy of each to the next higher headquarters.*

*Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.*

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*This regulation supersedes AR 600-290, 1 November 1977.*

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## CHAPTER 1

### GENERAL

**1-1. Purpose.** This regulation establishes Department of the Army (DA) policies and procedures governing—

*a.* Application for and issue of passports and visas for official travel.

*b.* Administration of the Army's passport program.

**1-2. Applicability.** *a.* This regulation applies to—

(1) DA military and civilian personnel and their dependents traveling under the authority of Joint Travel Regulations (vols 1 and 2).

(2) Other users of the DA passport and visa services, such as DOD and Joint Staff activities located in the National Capitol Region (NCR). (DA also provides passport and visa services to the Air Force; but Air Force passport procedures are outlined in AFR 30-4.)

(3) Members of the Army National Guard and Army Reserve when on active duty or active duty for training.

*b.* This regulation must be used together with the Department of State Passport Agent's Manual and the US Air Force Foreign Clearance Guide.

**1-3. References.** Required and related publications are listed in appendix A.

**1-4. Explanation of terms.** *a. Installation passport agents.* Persons authorized by Department of State, Passport Services, to accept passport applications.

*b. Member.* DA military and civilian personnel.

*c. Passports.* Internationally recognized travel documents issued under the authority of the Secretary of State. They certify the identity and nationality of the bearer.

(1) *No-fee passports.*

*(a) Diplomatic passports.* No-fee passports issued to specified officers and employees

of the US Government traveling abroad on official diplomatic business. The dependents of such persons may also receive diplomatic passports. Issue of diplomatic passports is based on duty assignments and an accreditation list maintained by the Department of State.

*(b) Official passports.* No-fee passports issued to officials and employees of the US Government traveling abroad in the course of their duties. They are issued, as required, to military members traveling overseas for temporary duty (TDY) or a permanent change of station (PCS); they are normally issued to dependents of military members who need official passports for entry into the countries where assigned. Official passports are also issued to DA civilian personnel for TDY or PCS, and to their dependents when authorized to accompany or join the sponsor.

*(c) Regular passport (no-fee).* Passports issued to dependents of a military member whose assignment does not warrant issuing the dependents diplomacy or official passports. Regular passports are also issued to command-sponsored DA civilian employees, and their dependents, on PCS assignments to the Republic of Panama. Dependents' passports are identified by an indorsement, usually on page 5 of the passport, by the issuing agency. These passports are also issued to nonappropriated fund (NAF) employees.

(2) *Regular passport (fee).* Also known as tourist passports, these are issued, for a full fee, to citizens or nationals of the United States who are—

*(a)* Traveling abroad for business or personal (on leave or as tourists) reasons; and

*(b)* Not authorized Government transportation (individually sponsored dependents).

*d. Visa.* Permission granted by a country's government for the bearer to enter that country while the visa is valid. A visa is usually an

imprinted stamp on one of the pages in a passport.

**1-5. Responsibilities.** *a. Commanding General, US Army Military Personnel Center (CG, MILPERCEN).* The CG, MILPERCEN is the DA staff supervisor of the Army passport and visa program. This responsibility includes formulating policies and procedures.

*b. Commander, US Army Service Center for the Armed Forces (USASCAF).* The Commander, USASCAF is responsible for—

(1) Providing nationwide passport and visa support for official travel of—

(a) US Army and Air Force military and civilian personnel and their dependents.

(b) Military and civilian personnel (and dependents) assigned to the Office, Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), and joint service activities located in the NCR.

(2) Providing installation passport and visa support to the US Army Military District of Washington (MDW) and supported activities.

(3) Coordinating policy and procedural matters with—

(a) Department of State, Passport Services.

(b) Foreign embassies.

(c) The US Army and Air Force Military Personnel Centers.

(4) US Army liaison with Department of State, Passport Services, and embassies in the Washington, DC, area to—

(a) Process passports and visas;

(b) Coordinate technical requirements; and

(c) Process priority cases.

(5) Providing technical information to the US Army and Air Force Military Personnel Centers and the US Army Civilian Career Management Field Agency. This information is used to update passport and visa policy directives.

(6) Providing changes in visa requirements and documentation from embassies to the US Army and Air Force Military Personnel Centers. These changes will be published in service directives.

(7) Providing technical aid and guidance to installation passport agents on Army or Air Force installations throughout the United States.

(8) Providing aid to alien dependents of US service members in obtaining visas.

(9) Receiving passports from the Department of State for supported activities, and obtaining visas for official travel.

(10) Sending passports to the address indicated in item 13 of DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).

(11) Providing information on the status of passport and visa applications.

*c. Procedures.* Major Army commanders or unified commanders overseas must establish procedures for obtaining passports and visas for official travel. At their discretion, they may also aid their personnel in obtaining personal or tourist passports.

*d. Installation and activity commanders.* These commanders will—

(1) Designate individuals to be responsible for administering all passport and visa operations.

(2) Emphasize timely processing of passport and visa applications. This is to prevent—

(a) Port call delays.

(b) Adverse effects on mission accomplishment.

(c) Personal hardship to members and their dependents.

(3) Insure that all personnel who need passports know that they must submit applications well ahead of the time when the passports are needed.

(4) Insure that passport applications are completed for members (and their dependents when a "with dependents" tour is selected)—

(a) Within 14 days after a personal interview in the military personnel office (MILPO) for PCS; or

(b) Immediately when notified of a TDY travel requirement.

(5) Encourage military personnel and dependents to routinely acquire and keep proper birth and citizenship evidence. (Use public media for this purpose.) This is especially critical for personnel who expect imminent reassignment overseas. Although these documents must be procured at personal expense if PCS orders have not been received, it is a wise investment; it may take up to 2 months to obtain these documents.

(6) Insure that enough installation passport agents are appointed and trained. In the United States and Puerto Rico, installation passport agents are nominated by the command and appointed by Department of State, Passport Services. (See chap. 8.)

(7) Designate issuing authorities for DD Form 1056 by completing signature cards. These cards will be submitted to and filed by installation passport agents.

*e. Installation passport agents.* These agents will—

(1) Comply with this regulation, the Department of State Passport Agent's Manual, and parts of the US Air Force Foreign Clearance Guide which apply.

(2) Verify passport and visa requirements, and maintain suspense control for passport applications. Suspense control includes establishing procedures to insure that timely followup action is taken to find the status of cases that have been pending for 45 days or more; generally, inquiries should not be made sooner. (See para 2-12a.)

(3) Control and distribute passports after they are returned to the installation. Passport agents will also insure that passports are not released to dependents until dependent travel is authorized by the overseas command.

(4) Establish the identity of passport applicants per paragraph 2-8.

(5) Help members and dependents process visa applications when they must complete the application themselves. (USASCAF normally completes visa application forms for the applicants.)

(6) Coordinate emergency cases with USASCAF, AUTOVON 225-7100 or commercial (202) 695-7100.

(7) Not process passport applications for other than official business. (However, major Army commanders or unified commanders overseas may establish procedures to aid their personnel in obtaining personal or tourist passports.)

*f. DD Form 1056 issuing authority.* (See para 1-5d(7).) Personnel authorized to issue DD Form 1056 will—

(1) Advise applicants of passport and visa requirements for official travel, photograph re-

quirements, and information regarding US citizenship evidence.

(2) Advise civilian applicants that most countries require an entry in the passport stating the traveler's status (e.g., official travel or tourist), and that no-fee passports must meet this requirement. (See para 1-6c.) Regular fee passports cannot be converted to no-fee status. Some countries may deny entry if a traveler's passport does not state the true travel status.

(3) Insure that DD Forms 1056 are accurately completed and processed. Appendix B contains instructions for completing DD Form 1056.

(4) Insure that DD Forms 1056 are properly authenticated by the installation passport agent or by a designated person.

(5) Provide the applicant with Form DSP-11 (Passport Application) for completion.

(6) Direct applicants to the proper passport agent to complete Form DSP-11 and process applications.

**1-6. Validity and use of passports.** *a.* All members traveling overseas on official business to a country requiring a passport, and all command-sponsored dependents, will obtain separate no-fee passports. This is true regardless of the destination or age of dependents. (This paragraph does not apply to alien dependents traveling on passports from their home country or to dependents already in the foreign country.)

*b.* A passport is valid only when signed by or for the bearer in the proper space.

*c.* A no-fee passport identifies the bearer as an official traveler.

*d.* Unless specifically limited to a shorter period, passports are valid for 5 years from their date of issue.

*e.* No-fee passports are issued for specific purposes. They can only be used under the conditions or restrictions which they contain. No-fee passports may not be used for personal travel from the United States to foreign countries.

*f.* Members and dependents with no-fee passports who are on assignment outside the United States normally do not need to obtain regular passports for incidental personal travel. But the personal travel must be such that use of the passport is not questioned by the foreign

government concerned. If the foreign government does not accept the no-fee passport for personal travel, the member or dependent must

obtain a regular passport at personal expense. The traveler is responsible for, and must obtain, visas needed for personal travel.

## CHAPTER 2

### PASSPORT APPLICATION PROCEDURES

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**2-1. DD Form 1056.** *a.* A completed DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) certifies that the applicant named on the form is authorized to apply for a no-fee passport. The form is used in lieu of, or in addition to, official travel orders as authority for Department of State, Passport Services, to approve issuance of a no-fee passport. Appendix B contains detailed instructions for completing and processing DD Form 1056.

*b.* DD Form 1056 is issued to eligible DA personnel traveling on official business. The eligibility of dependents for no-fee passports depends on their entitlement to Government transportation. Retiring service members (and their dependents) traveling to foreign countries to take up residence are not authorized no-fee passports, even if Government transportation is authorized. (See e(1) below.)

*c.* DD Form 1056 is also required with no-fee passports submitted for amendment, correction, extension, revalidation, or a visa.

*d.* Army members and dependents will obtain DD Form 1056 from Army offices, unless assigned to joint service functions.

*e.* DD Form 1056 will not be issued to—

(1) Retired members of the military and their dependents. The only exception is if a retired member is a dependent of an active member; in this case, DD Form 1056 may be issued to the retired member if travel is authorized.

(2) Dependents of deceased military personnel.

(3) Military personnel, or their dependents, when traveling for personal reasons; e.g., individual sponsored dependents, personnel on vacation or leave, or personnel traveling to a home of their selection for retirement.

(4) Civilian contract employees.

(5) Employees of Government agencies and bureaus other than DOD.

**2-2. How to obtain a no-fee passport.** *a.* When traveling on official Government business, the member (when passport is required) and dependents must submit the following to a designated passport agent:

(1) Completed DD Form 1056.

(2) Completed Form DSP-11 (Passport Application).

(3) Photographs.

(4) Evidence of US citizenship.

*b.* The passport agent executes Form DSP-11 and sends it, with copies of the DD Form 1056 and necessary documents, to Department of State, Passport Services, ATTN: PPT/O/SIO, 1425 K Street NW, WASH DC 20524. Within the United States, Department of State, Passport Services, issues all no-fee passports. In an overseas area, follow instructions from the major Army commander or unified commander. All diplomatic and official passports are issued in the United States.

*c.* After the Department of State issues passports, USASCAF personnel screen the passports to find which require visas. Passports which do not require visas are mailed to the address shown in item 13, DD Form 1056. Visa applications are prepared by USASCAF for passports which require them. These passports are processed through the proper foreign embassies and then mailed to the address shown in item 13, DD Form 1056.

**2-3. When to apply for a passport.** *a.* *Permanent change of station (PCS).*

(1) Members should submit passport applications as soon as possible, but not later than 14 days after the personal interview in the MILPO. Do not wait for publication of orders.

(2) Dependents of military personnel should submit passport applications within 14 days after the member elects to serve a "with de-

pendents" tour and the DI Form 1056 is issued. Do not delay processing while—

(a) Waiting for a response to the DA Form 4787 (Reassignment Processing) from the oversea commander; or

(b) Waiting for publication of orders.

(3) Dependents of civilians should submit passport applications as soon as it is determined that they will travel overseas.

b. *Temporary duty (TDY)*. Members should submit passport applications as soon as the travel requirement is identified.

#### 2-4. Who may be included on DD Form 1056.

A separate DD Form 1056 is required for each person who applies for a passport. All command-sponsored dependents authorized to travel at Government expense will obtain separate passports regardless of age or destination. This paragraph does not apply to alien dependents traveling on passports from their home countries.

2-5. **Distribution of DD Form 1056.** a. Copies 1, 2, and 3 of DD Form 1056 will be attached to the executed Form DSP-11 and other required documents. The packet will be mailed to Department of State, Passport Services, ATTN: PPT/O/SIO, 1425 K Street NW, WASH DC 20524. (See para 2-10 for assembly instructions.)

b. Copy 4 will be kept by the installation passport agent. This copy will be used—

(1) To set up a suspense system to insure timely submission of passport applications (para 1-5d(2));

(2) As a tracking document after submission of the application; and

(3) When the passport is received, to record the passport number, expiration date, and other data.

c. Copy 5 will be mailed to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310. When visas are required, attach all documents and information needed to the reverse side; attach with one staple in the upper left-hand corner. This will be mailed at the same time that the passport application is mailed. (See *a* above.)

d. The installation passport agent will mail completed DD Forms 1056 and passport applications in a sealed envelope. This will not be done by the applicant.

2-6. **Where to apply for a passport.** a. In the United States, members and dependents will apply for no-fee passports through their installation passport agent. They should not be referred to the agencies described in *b* below.

b. When no installation passport agent is available, passports may be applied for or information obtained from—

(1) Any clerk of a Federal or State court authorized by law.

(2) Certain designated post office clerks.

(3) Department of State passport agencies. The locations of Department of State passport agencies are given in the Department of State Passport Agent's Manual.

c. Outside the United States, applicants should apply per instructions from major Army commanders or unified commanders.

2-7. **Evidence of US citizenship.** a. Applicants must submit proper evidence of US citizenship with each passport application. A previously issued US passport will normally meet this requirement.

b. Specific information on the type of evidence that must be submitted is outlined in chapter 4. (This information is taken from the Department of State Passport Agent's Manual.)

c. Members and their dependents should have acceptable evidence of US citizenship readily available at all times since they must often obtain passports on short notice. (See para 1-5c(5).)

2-8. **Identification of applicant.** a. All applicants must establish their identity to the installation passport agent.

(1) Military members and their dependents will present valid military identification cards.

(2) Civilians and their dependents will present—

(a) Civilian identification cards, if available; or

(b) Other acceptable documents, as established by the Department of State. (See the Passport Agent's Manual.)

b. The means of establishing the applicant's identity must be shown on Form DSP-11.

2-9. **Photographs.** (App. C contains specific information on photograph requirements.)

a. Applicants must furnish two identical photographs. The photograph must—

(1) Meet Department of State photograph requirements (see app. C); and

(2) Be a good likeness of the applicant.

*b.* Additional photographs may be required for visas. This depends on the policies of the country of destination. (See app. D.)

**2-10. Assembly of applications.** *a.* Uniform assembly of passport applications by agents will speed processing at the passport issuing office. The proper assembly sequence—from top to bottom—is as follows:

(1) Form DSP-11 with one photo attached in the bearer's photo block.

(2) One photo for use in the passport book.

(3) Evidence of citizenship. (For example, evidence of birth, naturalization certificate, or affidavits.)

(4) Correspondence and statements from the applicant or passport agent, authorization for no-fee passports (DD Form 1056 or other authorization), and authorization for indorsement or other special action.

*b.* The passport agent will attach the document (a(2) through (4) above) to the application with one staple in the upper left-hand corner.

**2-11. Department of State forms.** The DSP forms listed below will be obtained through normal DA publications supply channels. Foreign Service (FS) forms may be obtained from US consular offices in overseas areas.

*a. Form DSP-11 (Passport Application).*

(1) Each applicant will complete one copy of this form. The form must be signed before a passport agent or clerk of court.

(2) In the "Occupation" space, military personnel will enter their grade or rank and branch of service (i.e., SP4-Army). Civilian personnel will enter their position title and grade.

(3) In the "Mail Passport to" space, military and civilian personnel (and their dependents) will enter "MDW."

*b. Form FS-176 (Application for Passport).* This form is used in overseas areas instead of Form DSP-11.

*c. Form DSP-10A (Birth Affidavit).* This form is used when it is necessary to prepare a birth affidavit. See chapter 4 for information on evidence of birth.

*d. Form DSP-19 (Application for Amendment of Passport).*

(1) This form may be used to request—

(a) A change of name;

(b) Exclusion of an individual other than the bearer;

(c) Correction of descriptive data; or

(d) Additional visa pages.

(2) This form may not be used to replace or exchange a photograph in the passport.

*e. Form FS-299 (Application for Amendment and Extension).* This form is used in overseas areas instead of Form DSP-19.

*f. Form DSP-64 (Statement Regarding Lost or Stolen Passport).*

(1) An applicant who has lost or misplaced a passport, or had a valid passport stolen, must submit this form with a passport application to obtain a replacement passport.

(2) The applicant must sign and date this form. It need not be executed or notarized. The applicant's current address will be shown.

**2-12. Inquiries on status of passports or visas.**

*a.* Make no inquiries on the status of passports until 45 days after the application was submitted to the Department of State. The installation passport agent will set up a suspense file on all applications to monitor the processing time. A routine application requires an average of 45 days for completion; therefore, any inquiries made sooner are not likely to produce any benefit. When passports are not received within 45 days and there are no known reasons for the delay, the installation passport agent may request a status report. Send the request by message to CDR, USASCAF PENTAGON WASH DC//ANR-TR-P//. (Do not telephone.) Format for the message is shown in *b* below. Only USASCAF is authorized to contact the Department of State or foreign embassies regarding the status of passport or visa applications.

*b.* The format for the message to USASCAF is as follows:

(1) Applicant's last name, first name, and middle initial.

(2) Applicant's date of birth.

(3) Applicant's place of birth.

(4) Date the application was mailed.

(5) Destination of travel.

(6) Special assignment, if applicable.

*c.* If it is clear that a passport cannot be obtained before the member's departure from the

losing installation, the installation passport agent or central port call office must—

(1) Verify the address and telephone number shown in item 10, DD Form 1056.

(2) Insure that the member understands that if dependent passports are not received before the established port call date, the member must depart as scheduled.

(3) Advise the member and dependents that if they arrive at the aerial port of embarkation without passports (or visas, if applicable) they will not be allowed to board the aircraft. Also, soldiers must be advised that if the CG, MILPERCEN does not approve a request for delayed reporting, the Commanding Officer, Military Personnel and Transportation Assistance Office (COMPTAO) may direct the soldier to board the aircraft and proceed to the final destination. All personnel should be advised that military lodging may not be available and individuals are responsible for their own support until passage on a departing aircraft is available.

d. Each time a military member or dependent arrives at an aerial port of embarkation without a passport, the COMPTAO will send a message requesting the status of the missing passport. This message is sent to the losing unit and CDR USASCAF PENTAGON WASH DC//ANR-TR-P//. Information addressees for the message will include the gaining oversea commander and the CDRMILPERCEN ALEX VA//DAPC-POF-M//.

**2-13. Correction of passports.** a. Within the United States, no-fee passports that contain errors or omissions in the data on page 2 are returned to the Department of State, Passport Services. Copies 1, 2, and 3 of DD 1056 are also returned; send copy 5 to USASCAF. In item 17,

DD Form 1056, indicate the correction desired, and submit all documentation, such as a birth certificate if the birth is wrong. If incorrect photographs were attached in the passport, submit one photograph of the person to whom the passport was issued along with the documents required above. Approximately 20 to 30 calendar days are required to obtain corrected passports. If a person is being excluded from a passport or if a name is being changed, Form DSP-19 must be submitted with DD Form 1056.

b. In oversea areas, follow instructions from major Army commanders or unified commanders and send passports to the—

(1) Servicing passport service center or office; or

(2) American consulate office or chief executive.

**2-14. Cancellation of travel.** If travel of a member or dependent is cancelled after a passport application has been submitted, the installation passport agent will notify USASCAF immediately. Furnish the applicant's name, sponsor's name if dependents are involved, destination, and date and place of passport application. See paragraph 6-2 for disposition of passports received at the installation after travel is canceled.

**2-15. Change of destination.** When the destination of a member or dependent is changed after a passport application has been submitted, the installation passport agent will—

a. Review passport and visa requirements; and

b. Take action to insure that proper passports and visas are obtained. This may require submitting a new DD Form 1056 and Form DSP-11.

## CHAPTER 3

## VISA APPLICATION PROCEDURES AND INFORMATION

**3-1. Requirements and authority.** *a.* Visa requirements and processing time vary for each nation and, in many cases, within a nation. Factors involved include length of stay and whether travel is for official, diplomatic, or personal reasons.

*b.* Within the United States, USASCAF will obtain visas for official travel. The Passport Visa Branch, USASCAF, will keep visa application forms and process visa applications through—

- (1) Embassies in the Washington, DC, area;
- or
- (2) The proper consulate.

*c.* Applicants in oversea areas will follow instructions from major Army commanders or unified commanders.

*d.* Use the US Air Force Foreign Clearance Guide for additional information. Changes to the Foreign Clearance Guide are issued daily if required; so this document contains the most up-to-date information available and it will be used along with this regulation to find visa requirements.

*e.* Questions about visa requirements for official travel will be referred—

- (1) To USASCAF Passport Visa Branch (AUTOVON 227-9620 or commercial (202) 697-9620; or

- (2) By message to CDR USASCAF PENTAGON WASH DC//ANR-TR-P//.

**3-2. Visa application procedures within the United States.** *a.* The installation passport agent will mail copy 5 of DD Form 1056, with required information, photographs, and documents, to Commander, US Army Service Center for the Armed Forces, ATTN: ANR-TR-P, WASH DC 20310. (See para 2-5c.)

*b.* When copy 5 of DD Form 1056 is received, USASCAF will—

- (1) Review visa requirements, and

- (2) Establish a suspense file pending receipt of the passport from the Department of State.

*c.* When the passport is received, USASCAF will obtain visas based on information in items 11 and 12 of DD Form 1056.

*d.* After visas have been obtained, USASCAF will immediately mail the passport to the address shown in item 13 of DD Form 1056.

*e.* To obtain visas for a previously issued passport, the installation passport agent must send the passport and copies 1, 2, 3, and 5 of DD Form 1056, along with required information, photographs, and documents, to USASCAF. The passport must be current; otherwise a new passport must be obtained.

**3-3. Visa processing time.** Applicants should plan on 30 days processing time for visa applications. More time may be required—

- a.* If more than one visa is needed.

- b.* For processing during peak travel periods.

**3-4. Visa denials.** *a.* The following action will be taken when a host country denies a visa to any member (or dependents) because of exclusionary policies or for reasons other than qualifications or ability:

- (1) *Outside the Continental United States (CONUS).* The organization which processes the visa request will send a message directly to the Assistant Secretary of Defense (International Security Affairs) (ASD/ISA). Information addressees for the message will include the applicant's major Army commander, CDRUSASCAF PENTAGON WASH DC//ANR-TR-P//, CDRMILPERCEN ALEX VA//DAPC-POF-RR//, and the requesting commander. (See formats in (3) and (4) below.)

- (2) *Within CONUS.* The Commander, USASCAF will send a message directly to ASD/ISA. Information addressees for the message will include the applicant's major Army com-

mander, CDRMILPERCEN ALEX VA//DAPC-POF-RR//, and the requesting commander. (See formats (3) and (4) below.)

(3) *Message format for military or civilian personnel is as follows:*

(a) Applicant's name, grade, and social security number (SSN).

(b) Applicant's present assignment and location.

(c) Country which denied visa.

(d) Date of visa application.

(e) Date of denial.

(f) Reason for visa denial, if known. When exclusionary policy is suspected as the cause, report basis.

(4) *Message format for dependents is as follows:*

(a) Applicant's name and relationship to sponsor.

(b) Name, grade, and SSN of sponsor.

(c) Present assignment and location of sponsor.

(d) Location of dependents.

(e) Country which denied visa.

(f) Date of travel approval; state whether concurrent or nonconcurrent.

(g) Date of visa application.

(h) Date of visa denial.

(i) Reason for visa denial, if known. When exclusionary policy is suspected as cause, report basis.

b. MILPERCEN will furnish guidance to commanders and agency heads concerning the assignment status of persons who have been denied visas.

c. For privacy act purposes, the records created in following these instructions are covered by systems notice A1205.16, AR 340-21-12.

d. When completed, this report will be "For Official Use Only"; it will be exempt from automatic termination under the provisions of paragraph 13, AR 340-16.

e. This requirement is exempt from reports control per paragraph 7-2h, AR 335-15.

## CHAPTER 4

### EVIDENCE OF US CITIZENSHIP

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**4-1. Supporting documents for passport applications.** *a.* Evidence of citizenship for each applicant must accompany each passport application. The applicant must provide this evidence.

*b.* Evidence of citizenship, except affidavits and altered documents, will be returned to the applicant with the issued passport. The applicant should keep a copy of any affidavits submitted.

*c.* Photocopies of birth records and other US citizenship evidence, are not acceptable unless issued under the seal of the official custodian of the records. For birth certificates, the seal of the official custodian may be raised, embossed, impressed, or multicolored; under no circumstances can it be a reproduced copy of a seal.

**4-2. Previous passport.** *a.* A previous passport issued to the applicant, or a passport in which the applicant was included, is acceptable as evidence of US citizenship. It should be submitted with an application for a new passport.

*b.* If unable to submit the previous passport, the applicant must submit other acceptable evidence of US citizenship and follow procedures in *c* below. This will avoid delay in issuing a new passport. The passport agent should send the application to Passport Services or a passport agency with an explanatory note if the applicant cannot submit—

(1) The US citizenship evidence used to obtain the previous passport; or

(2) Other acceptable evidence of US citizenship.

*c.* Form DSP-11 must show the name in which the previous passport was issued, the approximate date of issue, and the passport number if known. Include this information in the item in section *a* concerning "previous passport." If the previous passport is still valid (is-

sued within the past 5 years) and is not submitted with the application, the applicant must submit a detailed statement of its whereabouts. Form DSP-64 (Statement Regarding Lost or Stolen Passport) should be used for this purpose. (See the Passport Agent's Manual for further details.) If the applicant was included in a valid passport and was later excluded, show the date of exclusion.

**4-3. Birth in the United States.** *a. Primary evidence—birth certificate.*

(1) A person born in the United States in a place where official birth records were kept at the time of birth will submit a birth certificate. It must be issued under the seal of the official custodian of such records. The seal of the official custodian must be an original, not a reproduction.

(2) To be acceptable, a birth certificate must show the following:

(a) Name of the child (including given name).

(b) Date of birth.

(c) Place of birth.

(d) Date the certificate was filed in the registrar's office. (This should be within 1 year of date of birth.)

(e) Signature of the registrar and the authorized seal of office. (The seal may be either raised, embossed, impressed, or multicolored.)

(3) A birth certificate not showing the date that the original report of birth was filed or a delayed birth certificate (a record filed more than 1 year after the date of birth) may be accepted. But it must show that—

(a) The report was filed by a person with personal knowledge of the birth; or

(b) The report was supported by evidence which, in itself, is acceptable secondary evidence of birth for passport purposes. The sup-

porting evidence used must be indicated on the certificate.

(4) Documents called "Notification of Birth Registration" or "Birth Announcement", not containing the seal of the issuing officer or the file date, are not acceptable evidence of birth. These documents are not birth certificates; they are merely notices that a birth certificate should be on file. Hospital certificates are among these documents which are not acceptable as primary evidence of birth.

(5) Several State registrars currently issued registration cards. Only those cards issued by Delaware, the District of Columbia, and Massachusetts are not acceptable as evidence of birth (cards issued by local offices within these areas are not acceptable either); birth registration cards issued by other states are acceptable. Questions about acceptability of birth registration cards should be referred to passport agencies of the Department of State.

(6) Birth certificates issued by one State which show birth in another State will not be accepted.

*b. Secondary evidence.* If applicants cannot obtain a birth certificate, they must submit the best available evidence of their birth in the United States. Types of secondary evidence which may be submitted for consideration are explained below. If official State birth records were kept when the applicant was born, all secondary evidence **MUST** be accompanied by a statement from a registrar of the records that no birth record is on file for the applicant.

(1) One or more of the following types of public records may be submitted for consideration. The records should have been created as close to the applicant's date of birth as possible (preferably within 5 years); they should contain the applicant's date and place of birth; and they should be the original records or certified copies bearing the official seal and signature of the official custodian. These records may be—

- (a) Baptismal certificates;
- (b) Certificates of circumcision or other religious records;
- (c) Hospital birth records;
- (d) Early census, school, or insurance records;
- (e) Family Bible records;
- (f) Personal diaries;

(g) Ship's logs; or

(h) Newspaper files regarding the birth.

(2) Affidavits completed by a parent, an older blood relative, or a physician, nurse, or midwife who attended the birth may be submitted for consideration. The affidavits may be on Form DSP-10A (Birth Affidavit) or on plain paper; they must be accompanied by at least one type of public record described in (1) above. The affidavits must—

(a) Include the applicant's name and the date and place of birth.

(b) Show personal knowledge of the birth.

(c) Tell how the person acquired knowledge of the facts given.

(3) Secondary birth evidence must be the best available and be as complete as possible. To aid Department of State officials in determining whether secondary birth evidence is acceptable, two or more types of secondary birth evidence should be submitted.

*c. Special provisions.*

(1) *Adopted children.* If an adopted child was not born in the United States, evidence of the child's naturalization or other claim to US citizenship must be submitted. Adoption does not result in US citizenship. Any of the following may be submitted to prove the citizenship of an adopted child:

(a) A certified copy of the original birth certificate along with a certified copy of the adoption decree showing the change of name.

(b) A certified copy of the birth certificate in the adoptive name. If the certificate is a delayed birth record which does not meet the requirements in *a(3)* above, the passport office will request more documentation. (This would be a document such as the adoption decree.)

(c) An affidavit from an official of the organization sponsoring the adoption. This must show all of the following: initial date of child custody; date and place of the child's birth; names of adoptive parents and their place of residence; and the date and manner of adoption.

(d) The adoption decree if it shows any of the following: the child was placed at an early age with the adoptive parents in the United States; documentary evidence or testimony was presented to the court which proved the parentage and date and place of birth; or, in

the case of a foundling, evidence of the child's presence in the United States shortly after birth.

(e) A certificate from the court of adoption stating that the sealed records of the court show the child's actual date and place of birth.

(2) *Air crewmembers.* Air crewmembers may submit their crewmember certificate as evidence of US citizenship. If this is not practicable, they must submit other acceptable evidence of US citizenship as outlined in this paragraph.

**4-4. Birth outside the United States.** a. Citizenship at birth when born abroad.

(1) A person born abroad who claims US citizenship at birth may submit—

(a) The certificate of citizenship issued by the Immigration and Naturalization Service (INS);

(b) Form FS-240 (Report of Birth Abroad of a Citizen of the United States of America) issued by the Department of States; or

(c) A foreign birth certificate showing parents' names, evidence of US citizenship of one or both parents, and an affidavit from a citizen parent showing periods and places of presence in the United States and abroad before the applicant's birth. (This will be considered only if neither (a) nor (b) above is available.) The affidavit will show the reasons for presence abroad, such as time spent in the military, employment abroad with the US Government, or employment with international organizations.

(2) Applicants who became US citizens at birth abroad with only one US citizen parent must submit their own statement of periods and places of their presence in the United States and abroad after their 14th birthday.

b. Installation passport agents should consult the Passport Agent's Manual or a passport

agent of the Department of State about situations not outlined above.

**4-5. How to obtain birth certificates for passport application.** a. Applicants may obtain certified copies of their birth records by writing to the vital statistics office in the State, possession, or other area where they were born.

b. Passport agents will provide applicants with a copy of Department of State Brochure M-343 (Notice to Applicant Concerning Birth Records). Brochure M-343 contains a form for use in obtaining birth records; it also gives addresses of State and territory vital statistic offices and shows fees charged. (Chapter 16 of the Passport Agent's Manual lists brochures available to passport agents which give information such as where to write for records of birth, marriage, divorce, and death.)

c. When writing for certified copies of birth records, include—

(1) Full name at time of birth of persons whose records are requested.

(2) Date of birth.

(3) Place of birth (city or town, county, State, and name of hospital, if applicable).

(4) Sex and race.

(5) Parents' names (mother's maiden name).

(6) Certified check or money order for the cost of a certified copy. Make the check or money order payable to the vital statistics office of the State, possession, or other area concerned.

d. If evidence of birth is not recorded, the State vital statistics office sends instructions for filing a delayed birth certificate. If primary birth evidence meeting Department of State requirements for a passport cannot be obtained, secondary birth evidence or proof of US citizenship must be obtained. (See para 4-3b.) Attach to such documents the reply from the vital statistics office stating that evidence of birth is not recorded.

## CHAPTER 5

### MEMBER AND DEPENDENT ALIEN PASSPORT AND VISA PROCEDURES

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**5-1. Requirements and procedures.** *a.* Members and dependents who are citizens of countries other than the United States must have a current passport at all times.

*b.* USASCAF will help obtain required visas for valid alien passports only for official travel. The passports must be current and should remain valid for at least 1 year. The individual must obtain any further information on passport validity; contact a consul or the embassy of the nation concerned.

*c.* See AR 608-3 for information on prompt naturalization of alien spouses and adopted children.

*d.* If there is any question about supporting documentation required for visas or passports, the installation passport agent will request information from USASCAF. Requests will be made by message only. Alien members or dependents will hold their passports until instructions are received from USASCAF.

*e.* USASCAF will advise the installation passport agent if a visa is required. Visa requirements, application procedures, and required

documentation vary from nation to nation according to the applicant's nationality.

*f.* Allow at least 60 days before departure from the current unit of assignment for processing visa applications.

**5-2. Stateless aliens.** *a.* Stateless aliens and aliens whose countries are without consular or diplomatic representation in the United States should contact the nearest INS office. INS will help such aliens obtain proper travel documents.

*b.* Valid reentry permits or other alien travel documents used in lieu of a foreign passport may be sent to USASCAF with completed copies 1, 2, and 5 of DD Form 1056. USASCAF will then obtain visas from the foreign embassy concerned.

**5-3. Return to the United States.** Dependent aliens should work with the INS to insure that documentation is in order for departure from and return to the United States.

## CHAPTER 6

### CONTROL AND DISTRIBUTION OF PASSPORTS

**6-1. Receipt and distribution of passports and visas.** *a.* The Commander, USASCAF receives passports for official travel from Department of State, Passport Services.

*b.* Within the United States, Guam, and Puerto Rico, passports are sent through the US postal system, or by courier when arranged for by the receiving activity. Use of registered or certified mail is not necessary. But the mailing activity will keep mail records by completing the proper block on the back of DD Form 1056.

*c.* USASCAF will send completed passports and visas to the address shown in item 13 of DD Form 1056. (See app B for address to enter in item 13.) The installation passport agent will deliver passports to individuals only when travel has been authorized. If travel is canceled, the installation may keep the passport for future use.

*d.* Passports may be mailed to an Army or Air post office (APO) or a Fleet post office (FPO).

**6-2. Control of passports.** *a.* The US passport is an official document of the US Government. It remains at all times the property of the United States and must be returned to the Government on demand. It must not be altered or mutilated in any way, except by—

(1) Department of State, Passport Services, or its agencies; or

(2) A consular post abroad with authorization from Passport Services.

Unauthorized mutilation or alteration of a passport is subject to criminal penalties. (See section 1543, title 18, United States Code.)

*b.* Commanders will insure that official and diplomatic passports issued to persons within their command are kept current and safeguarded as follows:

(1) Personnel in oversea areas and those whose duties require them to have valid pass-

ports at all times will be checked periodically to insure that their passports are in order.

(2) Organizations which the Department of State has designated as mobility units must safeguard all official passports issued to members of the unit. These passports will be stored in a secure area or a secure container at all times when not in use. On completion of official travel, the member will return the official passport to the person responsible for safeguarding passports.

(3) When military and civilian personnel complete travel abroad and return to CONUS, they will turn in their passports to the installation for safekeeping. Installations may—

*(a) Keep these passports for future use.* Passports kept by installations will be stored in a secure area or secure container at all times when not in use. These passports will not be used for personal travel.

*(b) Return them to Department of State, Passport Services.* Passports returned to Passport Services will be canceled. If requested, they will then be returned to the bearer.

(4) Official passports will be surrendered on release from active duty, discharge, or retirement; the commander of the losing activity or unit personnel section processing the transfer will return these passports to Passport Services to be canceled. If requested, that agency will return the canceled passport to the bearer's home address. CONUS military personnel officers will establish procedures to insure that personnel returning from oversea areas are counseled concerning this obligation. (Enlisted personnel who reenlist without a break in service need not surrender official passports.)

(5) On return from travel, dependent passports will be sent to Department of State, Passport Services, to be canceled. Dependents may request that canceled passports be returned to them.

(6) Expired passports do not require cancellation. They should be kept by the bearer and used to prove US citizenship when applying for a passport in the future.

## CHAPTER 7

## PRIORITY PROCESSING OF PASSPORT AND VISA APPLICATIONS

**7-1. Categories and criteria.** *a.* The following categories of passport and visa processing have been established: routine and priority.

*b.* Commanders should hold priority requests to a minimum. The overuse of priority handling slows normal processing work and increases the time required to issue passports under routine processing. Priority handling will be requested only for the following reasons:

- (1) Short notice assignments.
- (2) Short notice TDY to meet critical mission requirements.
- (3) To avoid major personal hardship.

*c.* The procedures and criteria in this chapter are for CONUS. In oversea areas, contact the nearest US Embassy or consulate. The consular office decides whether a priority request is valid; if such a request is approved, the consular office will act to obtain the passport.

*d.* The following conditions must exist for commanders to request priority processing of passport or visa applications:

(1) The request is to meet a critical TDY requirement or to avoid extreme personal hardship.

(2) If only a passport is needed, the request will reach the State Department less than 30 days before the passport is required.

(3) If passport and visa are needed, the request will reach the State Department less than 45 days before the passport and visa are required.

**7-2. Routine processing procedure.** If the passport or visa application does not meet the priority criteria (para 7-1*d*), installation passport agents will send the application and copies of DD Form 1056 as directed in paragraph 2-5.

**7-3. Priority processing procedure.** If the passport or visa application meets the priority criteria (para 7-1*d*), the following procedure applies:

*a.* Assemble the application as directed in paragraph 2-10.

*b.* Attach a note, requesting priority processing, to the top left-hand corner of the front of the passport application.

*c.* Send the application and copies of DD Form 1056 as directed in paragraph 2-5.

*d.* Coordinate with USASCAF by telephone (AV 225-7100) if—

- (1) The commander feels that circumstances justify hand-carrying the application; or
- (2) The passport is to be picked up at USA-SCAF.

**7-4. Passports for designated mobility units.** Some commands, due to their mission, have a continuing need to send personnel overseas on very short notice. Passports should be obtained in advance and kept on hand for all members subject to this requirement. If the countries to be visited cannot be predicted but the personnel involved must be available for travel worldwide, then a letter must be written to the Department of State; explain this requirement and request designation as a mobility unit for passport purposes. If the Department of State approves this request, they will assign a special designation; this must be shown on DD Form 1056 when requesting passports under this provision.

**7-5. Priority passport processing for group or unit movements.** When required, HQDA will direct commanders to speed passport processing for persons assigned to units under their jurisdiction which have been issued oversea movement orders. In such cases, the procedures below will be followed. Any supplemental instructions needed due to the specific movement involved will be included in the message directing priority processing.

*a.* A project officer will be appointed who will process the passport applications and send

them to Commander, US Army Service Center for the Armed Forces, ATTN: ANR-TR-P, WASH DC 20310. The officer should not be part of the departing unit or group; this is because followup actions may be required after the group departs.

*b.* Proper application forms must be completed. When required, the project code name will be placed in item 2 of DD Form 1056; this code name will be furnished in the HQDA message directing priority processing.

*c.* Proper evidence of birth must be provided. (See chap. 4.)

*d.* The project officer will contact officials where the passport applications will be processed and—

(1) Explain that the passports are needed to support a movement of personnel in which time is critical; also provide any other information needed.

(2) Arrange with the officials to enter only the code name (from the HQDA message) in item 2 of DD Form 1056.

(3) Arrange for the passport applications to be returned to the project officer instead of being sent to the Department of State. The project officer will send a letter requesting this, signed by the installation or unit commander, to the proper official.

*e.* When the applications are received from the officials, the project officer will send them to USASCAF as promptly as possible, with a cover transmittal letter. The applications will be sent in groups; but completed applications will not be held just to send them as a complete unit package. When feasible, applications will be hand-carried.

*f.* The letter of transmittal will—

(1) State that the passport applications are sent for processing in support of the special project (enter assigned code name); and

(2) Cite the HQDA message directing priority processing.

*g.* Along with the passport applications and transmittal letter, the following will be included in the package sent to processing officials:

(1) A list of the persons on the passport applications being sent, the organizations they are assigned to, and their itineraries.

(2) Copies 1, 2, 3, and 5 of DD Form 1056 for each person.

(3) Required visa documentation.

*h.* If the unit or group movement has an advance element, applications for persons in the advance element will be given priority over those departing later. In such cases, the roster (*g*(1) above) will show which persons are in the advance element.

*i.* If the unit or group being moved receives replacement personnel, DD Form 1056 will be prepared (per *b* above) and issued to each replacement by the home station commander. The home station commander concerned will also insure that copy 5 of DD Form 1056 is sent to USASCAF without delay, and that replacement personnel have applied for passports before leaving to join the unit or group being moved. The passport agent will send the passport applications for replacement personnel to the Department of State in the usual manner. When passports for replacement personnel are received, USASCAF will send these passports to the project officer for the unit movement.

## CHAPTER 8

### INSTALLATION PASSPORT AGENT APPOINTMENT, FUNCTIONS, AND REPORTS

**8-1. Passport agent appointment.** *a.* The commander of each Army installation within The United States and Puerto Rico will nominate persons for appointment as passport agents; Department of State, Passport Services, makes the appointments. The number of nominees depends on the needs of the installations. At least two passport agents will be appointed at each installation regardless of the number of applications processed. Military passport agent duties are performed as an additional duty; personnel spaces will not be authorized for this function.

*b.* USASCAF will nominate enough passport agents to perform its—

(1) Passport support function for activities in the Pentagon; and

(2) Service support functions.

*c.* Installation passport agents—

(1) Must be US citizens.

(2) Must be in pay grade E-5 or above for military personnel and GS-4 or above for civilian personnel.

(3) Should be available to serve at least 1 year on the job.

*d.* Under section 3544, title 10, United States Code (10 USC 3544) Regular Army officers may not hold another office. Therefore these officers must not be nominated as passport agents.

*e.* In the United States and Puerto Rico, appointment of installation passport agents is requested by letter; requests are sent directly to Department of State, Passport Services, ATTN: PPT/O/SIO, 1425 K Street NW, WASH DC 20524. Requests will include—

(1) The names, grades, and AUTOVON and commercial telephone numbers (and extensions) of the individuals nominated.

(2) The monthly average number of no-fee passports processed at the installation.

*f.* Department of State, Passport Services,

will send a certificate to the requesting activity showing the appointment of the selected individuals as passport agents. Instructional material concerning agent duties and passport application processing will also be included. Only persons appointed in this way are authorized to perform duties as passport agents and to execute the DSP-11.

*g.* In oversea commands, personnel listed in *c* and *d* above can be designated to accept passport applications under provisions in AR 600-11, article 136, Uniform Code of Military Justice (UCMJ, Art. 136), and section 936, title 10, United States Code (10 USC 936). These persons will accept and process passport applications as instructed by the major Army commander or unified commander.

*h.* When a passport agent is reassigned or terminates employment, a letter, with the agent's certificate of designation inclosed, will be sent to Department of State, Passport Services, requesting cancellation. The canceled certificate will be returned to the agent as a memento, if requested. A request for cancellation may be included with a request for new agents.

*i.* Personnel are designated as agents only at the installation to which they are currently assigned; designation is automatically voided on reassignment or separation. But the activity to which the passport agent was assigned must submit a formal request for cancellation of the appointment.

**8-2. Passport agent functions.** *a.* Agents must become completely familiar with this regulation and the Passport Agent's Manual. (See para 1-5d for complete installation passport agent responsibilities.)

*b.* Agents accept and process passport applications as prescribed in this regulation and the Passport Agent's Manual. Questions on prob-

lem cases which cannot be resolved locally will be referred to USASCAF. Policy questions will be referred to HQDA(DAPC-POF-RR), Alexandria, VA 22332 (AUTOVON 221-8690). Requests for priority processing of applications will be coordinated with USASCAF.

c. CONUS installation passport agents are only authorized to accept applications for no-fee passports for official travel or travel by dependents at Government expense.

**8-3. Processing procedures for passport applications.** When an applicant presents a DD Form 1056 to the installation passport agent, the agent will—

a. Establish the identity of the passport applicant (see para 2-8) and record on the application the type of identification submitted by the applicant.

b. Examine the DD Form 1056 and insure that the form has been properly completed.

c. Insure that the DD Form 1056 is issued by the proper authority. This is normally done by verifying the authenticating official's signature against the signature cards on file. If the form is received from outside agencies, the issuing authority is verified by examining orders or other military documents.

d. Review birth evidence, citizenship evidence, and photographs.

e. Execute the application by having the applicant swear to the truth of the statements given and sign the application and photographs.

f. Affix the authorized seal of office to the passport application.

g. Assemble applications as directed in paragraph 2-10.

h. Mail copy 5 of DD Form 1056 to commander, USASCAF, ATTN: ANR-TR-P, The Pentagon, WASH DC 20310. (When visas are required, at-

tach all required documents, information, and photographs to the reverse side of copy 5.)

i. In the United States mail the assembled application packet to Department of State, Passport Services, ATTN: PPT/O/SIO, 1425 K Street NW, WASH DC 20524.

**8-4. Semiannual statistical report of no-fee passport applications (RCS State-1016).** a. Department of State, Passport Services, requires installation passport agents to submit semiannual statistical reports. These reports show the total number of passport applications processed in the 6-month period covered. The reports cover the periods 1 January through 30 June and 1 July through 31 December; they will be sent not later than 3 working days after the reporting period ends. Reports will show—

(1) Name and complete address of the installation and activity to which the passport agent is assigned.

(2) Reporting period.

(3) Number of no-fee passport applications processed.

(4) Names of current passport agents.

(5) Current AUTOVON and commercial telephone numbers of agents.

b. When agents are located at several places on a single installation, each agent must submit a separate semiannual report. This is required to insure that the Department of State has all mailing addresses for transmittals.

c. Reports will be sent directly to Department of State, Passport Services, ATTN: PPT/O/SIO, 1425 K Street NW, WASH DC 20524. Information copies will be sent to—

(1) HQDA(DAPC-POF-RR), Alexandria, VA 22332; and

(2) Commander, US Army Service Center for the Armed Forces, ATTN: ANR-TR-P, WASH DC 20310.

## APPENDIX A

### REFERENCES

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#### Required Publications

AR 340-21-12, The Army Privacy Program System Notices and Exemption Rules for Transportation Functions. Cited in paragraph 3-4c.

AR 608-3, Naturalization and Citizenship of Military Personnel and Dependents. Cited in paragraph 5-1c.

Department of State Brochure M-343, Notice to Applicant Concerning Birth Records. Cited in paragraph 4-5b.

Department of State Passport Agent's Manual. Cited in paragraph 1-2b.

Joint Travel Regulations (Volumes 1 and 2). Cited in paragraph 1-2a(1).

US Air Force Foreign Clearance Guide. Cited in Paragraph 1-2b.

#### Related Publications\*

AFR 30-4, Passports.

AR 335-15, Management Information Control System.

AR 340-16, Safeguarding for Official Use Only Information.

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\*A related publication is merely a source of additional information. By reading it the user might better understand a subject discussed in this publication, but the user does not have to read it to understand or comply with this publication.

## APPENDIX B

## INSTRUCTIONS FOR COMPLETING DD FORM 1056 (AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA)

All entries, except item 16, must be typed. All dates must be entered with the month written out; e.g., 4 Aug 77. Suspense control data must be recorded on the back of the form.

Completion instructions for each item of DD Form 1056 are as follows:

*Item 1.* Enter the date of 5 workdays before scheduled departure from the current duty station.

*Item 2.* Enter the major service component sponsoring the travel. For example, Army, Navy, Air Force, Office Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), or other applicable DOD Agency.

*Item 3.* Enter the applicant's complete name. (Include middle name.)

*Item 4.* Self-explanatory.

*Item 5.* Enter city or county, and State of birth if born in the United States. If born outside the United States, enter city and country of birth.

*Item 6.* Complete if the applicant is a dependent and accompanying a member (also referred to as a sponsor); otherwise, check block.

*Item 7.* Military rank or civilian grade of member (sponsor).

*Item 8.* Self-explanatory.

*Items 9 and 10.* Enter the complete address where the applicant may be contacted.

*Item 11. a.* Enter the name of the country or countries to which the applicant is traveling. Indicate stopover countries where passport or

visas are required. (Do not use APO, name of installation, or city, unless required by app. D.)

*b.* In the case of "mobility readiness requirements" leave blank.

*Item 12. a.* The name of the special assignment or the words "not applicable" must be shown.

*b.* If the position to be occupied is the chief or deputy chief of the special assignment activity, so state, give the name of the incumbent (if known), and give the date the assignment is expected to end. For dependents of such personnel, enter information on the sponsor's assignment, as above.

*c.* In the case of mobility readiness requirements, enter the information provided by Department of State, Passport Services.

*Item 13.* Enter the complete military address to which the passport is to be sent. This will be the address of the installation passport agent or central port call office. For DD Forms 1056 issued overseas for dependents located in the United States, enter the installation passport agent or central port call office responsible for unaccompanied dependent travel. The address shown must be complete and clear.

*Item 14.* Self-explanatory.

*Item 15.* Self-explanatory.

*Item 16.* The signature of the authorizing official must be placed in the space provided or the DD Form 1056 will be rejected by Passport Services. Enter the date signed.

*Item 17.* Self-explanatory.

*Item 18.* The complete address and telephone number must be shown as requested.

## APPENDIX C

## PASSPORT AND VISA PHOTOGRAPHS

**C-1. Passport photographs.** An applicant must submit two identical photographs with the passport application. Photographs should have been taken within 6 months of the date of application, but this is not required if they are recent enough to show a good likeness of the bearer. See the Passport Agent's Manual for more detail.

*a.* Agents will accept photographs only when the application is executed.

*b.* Photographs must be 2 by 2 inches. The image size, measured from the bottom of the chin to the top of the head (including hair), will be at least 1 inch and no more than 1 $\frac{3}{8}$  inches.

*c.* Individual photographs of the bearer are required for all passports. Group photographs will not be accepted.

*d.* Passport photographs may be either color or black-and-white. Black-and-white photographs which have been tinted or otherwise colored, or have been retouched to the extent that the applicant's appearance has been changed, are not acceptable. But prints which have been retouched merely to eliminate shadows and lines are acceptable. The photograph must be a good likeness and clearly identify the applicant.

*e.* Photographs must be clear, front-view, and full-face, with a light, plain background. A pleasant natural pose is recommended.

*f.* A passport photograph identifies the passport applicant. If glasses, a hearing device, wig, or similar articles are normally worn, these articles should be worn when the photograph is taken. Dark glasses or nonprescription glasses with tinted lenses are not acceptable, unless required for medical reasons. Department of State, Passport Services, may require a medical certificate to support the wearing of such glasses in passport photographs.

*g.* Photographs should be taken in normal street attire, without a hat. Only applicants

who are in the active service of the Armed Forces and who are traveling abroad in the course of their duties may submit photographs in the uniform of the US Armed Forces. However, conservative street attire is the most acceptable and is recommended. Other uniforms are not acceptable.

*h.* Photographs must be able to withstand temperatures of up to 225 degrees Fahrenheit (107 degrees Celsius) for 30 seconds.

*i.* Photographs must be printed on thin paper for the seal and legend which are applied to the photograph to be effective. Photographs which are printed on thick paper, or on layered paper so that the front layer of the photograph may easily be separated from the back layer, will not be accepted.

*j.* Automatic and self-developing (instant) prints are acceptable for passport photographs if they meet all other requirements and can withstand the mounting temperatures. Most vending machine photographs cannot withstand the mounting temperatures or will not adhere properly to the passport page. Therefore, they are not acceptable for use in passports. Newspaper and magazine prints are also not acceptable.

*k.* A matte- or dull-finished photograph is preferred; but shiny or glossy prints are acceptable. Matte or other sprays designed to produce a dull or nonglossy finish should not be used, as these sprays tend to crack and chip off. Photographs with waxed backs or other coatings which lessen adhesiveness are not acceptable.

**C-2. Signatures.** *a.* Both photographs must be signed by the applicant in the presence of the passport agent. The applicant must sign the photographs in the center on the back side. The signatures on the photographs must match the signature on the application and must agree

with, but need not be identical to, the name on line 1 of the passport application.

b. A person executing an application on behalf of a minor or other person unable to sign should sign the photographs as "Richard Doe by John Doe (father)" or as "Richard Doe by Peter Smith (guardian)."

**C-3. Attaching photographs to the application.** One of the photographs submitted will be attached to the application in the space provided; attach with four staples, one in each corner. The upper right corner of the bearer's photograph should be aligned with the upper right corner of the bearer's photo block. The other photograph will be attached to the application along with other documents. (See para 2-10.) Agents should be careful not to impress their seal or stamp on either photograph.

**C-4. Aid to passport photographers.** Agents should aid and encourage passport photogra-

phers in printing acceptable passport photographs. Agents may inform photographers of the contents of this section, or refer photographers' questions to the nearest passport issuing office for answers. On request, the Passport Office will provide copies of Information Circular M-305 (Passport Photographs) to agents or photographers.

**C-5. Visa photographs.** a. Travelers to some countries will need to submit additional photographs for visa purposes. When required, additional photographs must be attached to copy 5 of DD Form 1056 and sent to USASCAF. (See para 2-5.)

b. Photographs for visas must meet the specifications in paragraph C-1.

c. To help processing personnel identify photographs, the applicant's name must be *printed* on the back of each photograph required for visas.

## APPENDIX D

### PASSPORT AND VISA REQUIREMENTS AND OTHER INFORMATION CONCERNING TRAVEL

1. **General information.** a. Passport agents should be aware of the following information. It is provided so that personnel can plan more accurately for passport and visa processing.
- b. Applicants must sign their passports before applying for visas from the following countries. At least 2 weeks extra processing time (for mailing from USASCAF to applicant and return to USASCAF) must be allowed.

|             |                     |           |          |
|-------------|---------------------|-----------|----------|
| Afghanistan | Chile               | India     | Poland   |
| Argentina   | Czechoslovakia      | Indonesia | Portugal |
| Australia   | Egypt               | Kenya     | Romania  |
| Bahrain     | Guinea, Republic of | Kuwait    | USSR     |
| Bangladesh  | Honduras            | Nigeria   | Uruguay  |
| Burma       | Hungary             | Pakistan  | Zaire    |

- c. Also, visa application forms for the following countries must be signed by the applicant. (USASCAF is not authorized to sign for the applicant.)

|                          |                             |                     |                      |
|--------------------------|-----------------------------|---------------------|----------------------|
| Afghanistan              | Czechoslovakia              | Madagascar          | Sri Lanka            |
| Algeria                  | Dahomey (see Benin)         | Mali                | Sudan                |
| Australia (alien depns)  | Gabon                       | Niger               | Tanzania             |
| Bahrain                  | Great Britain (alien depns) | Oman                | Togo                 |
| Bangladesh               | Guinea, Republic of         | Pakistan            | Trinidad & Tobago    |
| Benin                    | Hungary                     | Papua New Guinea    | Turkey (alien depns) |
| Bulgaria                 | Israel                      | Poland              | USSR                 |
| Burma                    | Ivory Coast                 | Qatar               | United Arab Emirates |
| Cameroon                 | Jamaica                     | Romania             | Upper Volta          |
| Cape Verde               | Japan (alien dpns)          | Rwanda              | Zaire                |
| Central African Republic | Jordan                      | Sierra Leone        | Zambia               |
| Ceylon (see Sri Lanka)   | Liberia                     | Somalia             |                      |
| Chad                     | Libya                       | Spain (alien depns) |                      |

## 2. Passport and visa requirements, by country.

| Destination and<br>travelers                          | Requirements |       |             | Additional information  |
|---|--------------|-------|-------------|---|
|   | Passport     | Visa  | Visa photos |   |
| <b>ABU DHABI</b>                                      |              |       |             |   |
| Military Personnel -----                              | YES          | YES   | 2           | For stay of less than 72 hours, visa must be obtained at airport after arriving in country; for stay of more than 72 hours, visa must be obtained before departure from United States. Personnel must furnish exact purpose of trip, length of stay, date of departure from United States, and date of arrival. Immunization record (cholera, smallpox) required.   |
| Civilian Personnel -----                              | YES          | YES   | 2           |   |
| Dependents -----                                      | YES          | YES   | 2           |   |
| <b>ADEN (See Southern Yemen, Peoples Republic of)</b> |              |       |             |   |
| <b>AFGHANISTAN</b>                                    |              |       |             |   |
| Military Personnel -----                              | YES          | YES   | 5           | Applies to PCS, TDY, and leave. Furnish exact purpose of trip, date of departure from United States, date of arrival, length of stay, and official duty title. Passport and five visa forms must be signed by the traveler before obtaining visas. FOR MILITARY PERSONNEL ONLY the following information must be submitted on bond paper: military school attended, educational background, name of airline and flight number, languages individual speaks, and date of and place of birth.   |
| Civilian Personnel -----                              | YES          | YES   | 5           |   |
| Dependents -----                                      | YES          | YES   | 5           |   |
| <b>ALGERIA</b>  |              |       |             |   |
| Military Personnel -----                              | YES          | YES   | 5*          | Applies to PCS, TDY, and leave.<br>*PCS personnel will need at least 20 more photographs for use after arrival, which should be kept by the traveler. Five exact duplicates, signed by the applicant, must be submitted. Furnish exact purpose of trip, date of arrival, length of stay, and mode of travel.  |
| Civilian Personnel -----                              | YES          | YES   | 5*          |   |
| Dependents -----                                      | YES          | YES   | 5*          |   |
| <b>ARGENTINA</b>                                      |              |       |             |   |
| Military Personnel -----                              | YES          | YES   | NONE        | Applies to PCS, TDY, and leave. Purpose of visit must be shown in item 17 of DD Form 1056. Passport must be signed before submitting it to the embassy for visa. Port of entry must also be shown on DD Form 1056.  |
| Civilian Personnel -----                              | YES          | YES   | NONE        |   |
| Dependents -----                                      | YES          | YES   | NONE        |   |
| <b>ASCENSION ISLAND</b>                               |              |       |             |   |
| Military Personnel -----                              | YES          | NO    | NONE        | Exempt of passport requirement unless en route through area requiring passport. Civilians need passports to reenter the United States from Ascension Island.  |
| Civilian Personnel -----                              | YES          | NO    | NONE        |   |
| Dependents -----                                      | YES          | NO    | NONE        |   |
| <b>AUSTRALIA</b>                                      |              |       |             |   |
| Military Personnel -----                              | NO*          | NO*   | NONE        | *Applies to PCS and TDY if military member has identification card and copy of movement orders. If travel is for TDY, indicate city in which TDY will be performed. Passports and visas required for leave.<br>**Applies to PCS and TDY. Civilian personnel on leave need visas.<br>***Applies when sponsor is on PCS or TDY. Dependents who enter Australia in connection with sponsor's leave need visas. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least delay, notify Cdr, USASCAF, ATTN: ANR-TP-P, WASH DC 20310, by message of any change in applicant's address. Alien dependents must sign one visa form before obtaining visa. |
| Civilian Personnel -----                              | YES          | NO**  | NONE        |   |
| Dependents -----                                      | YES          | NO*** | NONE        |   |

| Destination and<br>travelers                         | Passport | Requirements |             | Additional information  |
|--|----------|--------------|-------------|---|
|  |          | Visa         | Visa photos |   |
| <b>AUSTRIA</b>                                       |          |              |             |   |
| Military Personnel .....                             | YES      | YES          | NONE        | Applies to PCS, TDY, and leave.<br>*Visa required if stay is over 60 days. Alien dependents need visas regardless of length of stay.<br>**Two photographs are required when visas are obtained for alien dependents.<br>Visa applications must be signed before obtaining visas. So that signatures may be obtained with the least delay, notify Cdr, USAS-CAF, ATTN: ANR-TR-P WASH DC, 20310, by message of any change in applicant's address. |
| Civilian Personnel .....                             | YES      | YES*         | NONE        |   |
| Dependents .....                                     | YES      | YES*         | NONE**      |   |
| <b>AZORES</b>  |          |              |             |   |
| Military Personnel .....                             | NO       | NO           | NONE        | Applies to PCS and TDY. Military personnel on leave need passports.<br>*For PCS, visa is valid as long as passport is valid, but travelers must enter Azores within 120 days of the visa issue date. For TDY and leave, visa is valid for 120 days and for only one entry.<br>**Visas not required until 60 days after arrival. Free visas issued on entry into Azores.   |
| Civilian Personnel .....                             | YES      | YES*         | NONE        |   |
| Dependents .....                                     | YES**    | NO**         | NONE        |   |
| <b>BAHRAIN ISLANDS</b>                               |          |              |             |   |
| Military Personnel .....                             | YES      | YES          | 2           | Applicant must sign passport and visa application before submitting to the embassy. Israeli visa in passport will prevent entry into Bahrain. Notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.  |
| Civilian Personnel .....                             | YES      | YES          | 2           |   |
| Dependents .....                                     | YES      | YES          | 2           |   |
| <b>BANGLADESH</b>                                    |          |              |             |   |
| Military Personnel .....                             | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Personnel will furnish purpose of trip, length of stay, date of departure from United States, and date of arrival. Applicant must sign three visa applications.   |
| Civilian Personnel .....                             | YES      | YES          | 3           |   |
| Dependents .....                                     | YES      | YES          | 3           |   |
| <b>BELGIUM</b>                                       |          |              |             |   |
| Military Personnel .....                             | NO*      | NO*          | NONE        | Applies to PCS, TDY, and leave.<br>*Passport needed by military personnel assigned to Security Assistance Liaison Office, US Delegation to the Military Committee, NATO: the US Mission to NATO. For personnel assigned to US Delegation to the Military Committee, NATO, and their dependents, on DD Form 1056, item 11, enter "BRUSSELS, BELGIUM" and in Item 12, enter "USDEL."  |
| Civilian Personnel .....                             | YES      | NO           | NONE        |   |
| Dependents .....                                     | YES      | NO           | NONE        |   |
| <b>BELIZE (formerly British Honduras)</b>            |          |              |             |   |
| Military Personnel .....                             | NO       | NO           | NONE        | Traveler must be a United States citizen with proof of citizenship.   |
| Civilian Personnel .....                             | NO       | NO           | NONE        |   |
| Dependents .....                                     | NO       | NO           | NONE        |   |
| <b>BENIN, PEOPLES REPUBLIC OF (formerly Dahomey)</b> |          |              |             |   |
| Military Personnel .....                             | YES*     | YES          | 3           | Applies to PCS, TDY, and leave. Visas are not required for TDY up to 3 months. Up-to-date immunization records (smallpox and yellow fever) must be submitted to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must sign visa application.  |
| Civilian Personnel .....                             | YES*     | YES          | 3           |   |
| Dependents .....                                     | YES*     | YES          | 3           |   |

| Destination and<br>travelers  | Passport | Requirements |             | Additional information  |
|---|----------|--------------|-------------|---|
|   |          | Visa         | Visa photos |   |
| <p>*Personnel traveling to Benin are authorized two passports before departing the United States if they are also traveling to Mozambique, Zimbabwe, or South Africa. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport.</p> |          |              |             |   |
| <b>BOLIVIA</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave, except visa not required for leave. Visa is not required for personnel in transit through country for less than 48 hours. If passport has visa, exit permit is required and may be obtained through US Embassy.   |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>BOTSWANA</b>   |          |              |             |   |
| Military Personnel .....  | YES      | NO           | NONE        | Applies to PCS, TDY, and leave. Entry permit required if stay is 3 months or more.  |
| Civilian Personnel .....  | YES      | NO           | NONE        |   |
| Dependents .....  | YES      | NO           | NONE        |   |
| <b>BRAZZAVILLE</b>  |          |              |             |   |
| Military Personnel .....  | YES      | NO           | 3           | Applicant must sign three visa applications. Personnel must furnish exact purpose of trip, date of departure from United States, date of arrival, and length of stay. Allow 2 or 3 weeks to obtain visas.   |
| Civilian Personnel .....  | YES      | NO           | 3           |   |
| Dependents .....  | YES      | NO           | 3           |   |
| <b>BRAZIL</b>   |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Official and diplomatic visas are valid for only one entry into Brazil. New visas are needed by all personnel for reentry into Brazil regardless of type of visa previously issued.   |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>BULGARIA</b>   |          |              |             |   |
| Military Personnel .....  | YES      | YES          | 3*          | Applies to PCS, TDY, and leave.<br>*Photographs must be signed across the bottom. Travelers will furnish copy of invitation, travel plans, arrival and departure dates, and exact purpose of visit to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Allow 3 to 4 weeks to obtain visa. Applicant must sign visa application.   |
| Civilian Personnel .....  | YES      | YES          | 3*          |   |
| Dependents .....  | YES      | YES          | 3*          |   |
| <b>BURMA, UNION OF</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES*         | 4           | Applies to PCS, TDY, and leave.<br>*Visas are not required for persons who do not leave the airport and who arrive and depart by the same aircraft. Each applicant must complete and sign three visa applications. The required visa applications must be mailed to the traveler by the Cdr, USASCAF, for completion and return for sending to the Embassy of Burma. Individuals must sign passports before submitting them to the embassy for visas. |
| Civilian Personnel .....  | YES      | YES*         | 4           |   |
| Dependents .....  | YES      | YES*         | 4           |   |
| <b>BURUNDI, KINGDOM OF</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | 2           | Applies to PCS, TDY, and leave. Applicant must sign two visa applications before obtaining visa. The required forms are mailed to the traveler by the Cdr, USASCAF, to be sent to the Embassy of Burundi.   |
| Civilian Personnel .....  | YES      | YES          | 2           |   |
| Dependents .....  | YES      | YES          | 2           |   |

| Destination and<br>travelers    | Passport | Requirements |             | Additional information  |
|---------------------------------|----------|--------------|-------------|---|
|                                 |          | Visa         | Visa photos |   |
| <b>CAMERON</b>                  |          |              |             |   |
| Military Personnel .....        | YES*     | YES          | 2           | Embassy must obtain approval from home government for entry of persons into Cameroon. Therefore, there is a 10 to 15 day delay in obtaining visa.<br>*Personnel traveling to Cameroon are authorized two passports before departing the United States if they are also traveling to Mozambique, Zimbabwe, or South Africa. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport. Applicant must sign two visa applications. |
| Civilian Personnel .....        | YES*     | YES          | 2           |   |
| Dependents .....                | YES*     | YES          | 2           |   |
| <b>CAPE VERDE</b>               |          |              |             |   |
| Military Personnel .....        | YES      | YES          | 1           | Applicant must sign one visa application. Exact purpose of trip, date of departure, date of arrival, and length of stay must be furnished.  |
| Civilian Personnel .....        | YES      | YES          | 1           |   |
| Dependents .....                | YES      | YES          | 1           |   |
| <b>CENTRAL AFRICAN REPUBLIC</b> |          |              |             |   |
| Military Personnel .....        | YES      | YES          | 3*          | Applies to PCS, TDY, and leave. Applicant must sign three visa applications before obtaining visa. The required forms are mailed to the traveler by the Cdr, USASCAF, for completion and return.<br>*Photographs must be signed across the bottom. Exact purpose of trip, date of departure, date of arrival, and length of stay must be furnished.   |
| Civilian Personnel .....        | YES      | YES          | 3*          |   |
| Dependents .....                | YES      | YES          | 3*          |   |
| <b>CEYLON (See Sri Lanka)</b>   |          |              |             |   |
| <b>CHAD</b>                     |          |              |             |   |
| Military Personnel .....        | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Furnish exact purpose of trip, date of departure from United States, length of stay, marital status, names of children, and whether traveling accompanied or unaccompanied. Applicants must sign visa applications.   |
| Civilian Personnel .....        | YES      | YES          | 3           |   |
| Dependents .....                | YES      | YES          | 3           |   |
| <b>CHILE</b>                    |          |              |             |   |
| Military Personnel .....        | YES      | YES          | NONE        | Applies to PCS, TDY, and leave, except that persons entering on leave for 90 days or less do not need visas. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TRP, WASH DC 20310, by message of any change in applicant's address.  |
| Civilian Personnel .....        | YES      | YES          | NONE        |   |
| Dependents .....                | YES      | YES          | NONE        |   |
| <b>COLOMBIA</b>                 |          |              |             |   |
| Military Personnel .....        | YES      | YES          | NONE        | Applies to PCS and TDY. For leave, persons may enter Colombia with an identity card.  |
| Civilian Personnel .....        | YES      | YES          | NONE        |   |
| Dependents .....                | YES      | YES          | NONE        |   |
| <b>COSTA RICA</b>               |          |              |             |   |
| Military Personnel .....        | YES      | YES          | NONE        | Applies to PCS and TDY. Passports and visas not required for personnel on leave if they obtain 30-day tourist card from Costa Rican Consul.   |
| Civilian Personnel .....        | YES      | YES          | NONE        |   |
| Dependents .....                | YES      | YES          | NONE        |   |

| Destination and<br>travelers                                       | Passport | Requirements |             | Additional information   |
|--|----------|--------------|-------------|--|
|  |          | Visa         | Visa photos |  |
| <b>CUBA</b>  |          |              |             |  |
| Military Personnel .....   | YES      | YES          | NONE        | Travel must be approved by Department of State. Personnel must furnish departure and arrival date, length of stay, and exact purpose of trip. Contact USASCAF for further information. Allow 2 or 3 weeks to obtain visa.  |
| Civilian Personnel .....   | YES      | YES          | NONE        |  |
| Dependents .....   | YES      | YES          | NONE        |  |
| <b>CYPRUS</b>  |          |              |             |  |
| Military Personnel .....   | YES      | NO           | NONE        | Applies to PCS, TDY, and leave.  |
| Civilian Personnel .....   | YES      | NO           | NONE        |  |
| Dependents .....   | YES      | NO           | NONE        |  |
| <b>CZECHOSLOVAKIA</b>  |          |              |             |  |
| Military Personnel .....   | YES      | YES          | 2           | Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. Furnish one completed visa form signed by applicant, copy of invitation, exact purpose of trip, date of departure from United States, date of arrival, and length of stay. Allow 3 to 4 weeks to obtain visa. |
| Civilian Personnel .....   | YES      | YES          | 2           |  |
| Dependents .....   | YES      | YES          | 2           |  |
| <b>DENMARK</b>   |          |              |             |  |
| Military Personnel .....   | NO*      | NO           | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to Security Assistance Liaison Office and Off-Shore Procurement (OSP) need passports.  |
| Civilian Personnel .....   | YES      | NO           | NONE        |  |
| Dependents .....   | YES      | NO           | NONE        |  |
| <b>DOMINICAN REPUBLIC</b>  |          |              |             |  |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS and TDY, except that military personnel arriving and departing in the same aircraft do not need passports and visas. For leave, tourist card may be obtained from Dominican Consulate or airline in lieu of passport.   |
| Civilian Personnel .....   | YES      | YES          | NONE        |  |
| Dependents .....   | YES      | YES          | NONE        |  |
| <b>DJIBOUTI (Formerly French Territory of the Afars and Issas)</b> |          |              |             |  |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Travelers will furnish exact purpose of visit, length of stay, date of departure from United States, and date of arrival in country to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visa.   |
| Civilian Personnel .....   | YES      | YES          | NONE        |  |
| Dependents .....   | YES      | YES          | NONE        |  |
| <b>ECUADOR</b>   |          |              |             |  |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS and TDY. Tourist cards, valid for 3 months, may be used in lieu of passports for leave travel.  |
| Civilian Personnel .....   | YES      | YES          | NONE        |  |
| Dependents .....   | YES      | YES          | NONE        |  |
| <b>EGYPT</b>   |          |              |             |  |
| Military Personnel .....   | YES      | YES          | 1           | Applies to PCS, TDY, and leave. Travelers will furnish length of stay, purpose of trip, and date of departure from United States to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.   |
| Civilian Personnel .....   | YES      | YES          | 1           |  |
| Dependents .....   | YES      | YES          | 1           |  |
| <b>EL SALVADOR</b>   |          |              |             |  |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Passport and visa not required for stay of 48 hours or less; arrival and departure must be aboard military aircraft.   |
| Civilian Personnel .....   | YES      | YES          | NONE        |  |
| Dependents .....   | YES      | YES          | NONE        |  |

| Destination and<br>travelers         | Requirements |       |             | Additional information  |
|--------------------------------------|--------------|-------|-------------|---|
|                                      | Passport     | Visa  | Visa photos |   |
| <b>ETHIOPIA, ASMARA and MASSAUA:</b> |              |       |             |   |
| Military Personnel                   |              |       |             | Contact USASCAF for travel requirements.  |
| Civilian Personnel                   |              |       |             |   |
| Dependents                           |              |       |             |   |
| <b>FINLAND</b>                       |              |       |             |   |
| Military Personnel                   | .....YES     | NO    | NONE        | Applies to PCS, TDY, and leave.   |
| Civilian Personnel                   | .....YES     | NO    | NONE        |   |
| Dependents                           | .....YES     | NO    | NONE        |   |
| <b>FRANCE</b>                        |              |       |             |   |
| Military Personnel                   | .....NO*     | NO    | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to Security Assistance Liaison Office need passports.<br>**Visa obtained after arrival in country.  |
| Civilian Personnel                   | .....YES     | NO    | NONE        |   |
| Dependents                           | .....YES     | YES** | NONE        |   |
| <b>GABON</b>                         |              |       |             |   |
| Military Personnel                   | .....YES     | YES   | 3           | Applies to PCS, TDY, and leave. Personnel will furnish their marital status, the purpose of their trip, length of stay, and up-to-date immunization records to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must sign three visa applications.  |
| Civilian Personnel                   | .....YES     | YES   | 3           |   |
| Dependents                           | .....YES     | YES   | 3           |   |
| <b>GAMBIA, THE</b>                   |              |       |             |   |
| Military Personnel                   | .....NO      | NO    | NONE        | Personnel will furnish the exact purpose of trip, date of departure from United States, date of arrival in country, and length of stay.<br>*Dependents 16 years old and under are exempt from visa requirements.  |
| Civilian Personnel                   | .....YES     | NO    | NONE        |   |
| Dependents                           | .....YES     | YES*  | NONE        |   |
| <b>GERMANY</b>                       |              |       |             |   |
| Military Personnel                   | .....NO*     | NO    | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to Attaché, Security Assistance Liaison Office, need passports.<br>**Military permit required for entry into Germany is affixed at Department of State.   |
| Civilian Personnel                   | .....YES     | NO    | NONE        |   |
| Dependents                           | .....YES     | NO**  | NONE        |   |
| <b>GHANA</b>                         |              |       |             |   |
| Military Personnel                   | .....YES     | YES   | 3           | Applies to PCS, TDY, and leave. Personnel not leaving airport do not need visas. Personnel will furnish exact purpose of visit, date of arrival, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.   |
| Civilian Personnel                   | .....YES     | YES   | 3           |   |
| Dependents                           | .....YES     | YES   | 3           |   |
| <b>GIBRALTAR</b>                     |              |       |             |   |
| Military Personnel                   | .....NO      | NO    | NONE        | Applies to PCS, TDY, and leave. No visa required for stay of 6 months or less; after 6 months' stay, visa is obtained in country.   |
| Civilian Personnel                   | .....YES     | NO    | NONE        |   |
| Dependents                           | .....YES     | NO    | NONE        |   |
| <b>GREECE</b>                        |              |       |             |   |
| Military Personnel                   | .....NO*     | NO*   | 4**         | *Military personnel assigned to attaché and Joint US Military Advisory Group (JUSMAG) need passports and visas. Visas are required on official and diplomatic passports.<br>**Photos are not required for visas but personnel staying over 2 months must obtain Alien Resident Permit or police identity card.<br>Four passport photographs are required with |
| Civilian Personnel                   | .....YES     | YES   | 4**         |   |
| Dependents                           | .....YES     | YES   | 4**         |   |

| Destination and<br>travelers  | Passport | Requirements |             | Additional information  |
|---|----------|--------------|-------------|---|
|   |          | Visa         | Visa photos |   |
| the application; therefore, individuals should keep photos in their possession. |          |              |             |   |
| <b>GUATEMALA</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave.   |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>GUINEA-BISSAU (formerly Portuguese Guinea)</b>                               |          |              |             |   |
| Military Personnel .....  | YES      | YES          | 3           | Applies to PCS, TDY, and leave.   |
| Civilian Personnel .....  | YES      | YES          | 3           |   |
| Dependents .....  | YES      | YES          | 3           |   |
| <b>GUINEA, REPUBLIC OF</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | 3           | Personnel who do not leave airport are exempt from visa requirement. Personnel will furnish exact purpose of visit and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. Applicant must sign three visa applications.   |
| Civilian Personnel .....  | YES      | YES          | 3           |   |
| Dependents .....  | YES      | YES          | 3           |   |
| <b>GUYANA</b>   |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS. For TDY, passports and visas are not required unless the stay is over 6 months. For leave, only passports are required if the traveler has entered Guyana from the United States and has a round-trip ticket.   |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>HAITI</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS and TDY, except that military personnel on TDY, in uniform, having ID cards, orders, and arriving and departing in the same military aircraft, do not need passports and visas. Military personnel on leave, entering on commercial aircraft and staying 1 month or less, are issued tourist cards by Haitian officials on arrival. Military personnel on leave, entering on military aircraft for 1 month or less, do not need passports or visas. Haitian citizens serving in US Armed Forces entering Haiti on leave need valid Haitian passports. Exit or entry permit is required before departure. |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>HONDURAS</b>   |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave, except persons who do not leave airport are exempt from passport and visa requirements. Passport must be signed before obtaining visas. Notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.  |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>HONG KONG</b>  |          |              |             |   |
| Military Personnel .....  | NO       | NO           | NONE        | Applies to PCS, TDY, and leave, if military personnel are in uniform with orders.<br>*Visas are not required for a stay of 30 days or less.   |
| Civilian Personnel .....  | YES      | YES*         | NONE        |   |
| Dependents .....  | YES      | YES*         | NONE        |   |

| Destination and<br>travelers | Passport | Requirements |             | Additional information   |
|------------------------------|----------|--------------|-------------|--|
|                              |          | Visa         | Visa photos |  |
| <b>HUNGARY</b>               |          |              |             |  |
| Military Personnel .....     | YES      | YES          | 3*          | Applies to PCS, TDY, and leave.<br>*Personnel will furnish two copies of signed autobiography (including educational background and military schools attended), date of departure from United States, mode of travel, date and time of arrival and departure from Hungary, and name of airline and flight number. If arriving by car, time and border station must be furnished. This information must be furnished to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Passports must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC, by message of any change in applicant's address. Each applicant must submit two visa applications.  |
| Civilian Personnel .....     | YES      | YES          | 3*          |  |
| Dependents .....             | YES      | YES          | 3*          |  |
| <b>ICELAND</b>               |          |              |             |  |
| Military Personnel .....     | NO       | NO           | NONE        | Applies to PCS, TDY, and leave.  |
| Civilian Personnel .....     | YES      | YES          | 1           |  |
| Dependents .....             | YES      | YES          | 1           |  |
| <b>INDIA</b>                 |          |              |             |  |
| Military Personnel .....     | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Visa not required if personnel do not leave airport. Persons entering India for TDY will furnish the following to USASCAF, for use in obtaining visa: 1. Purpose of visit. 2. Agencies of Indian Government and names of private organizations to be contacted in India, with names of individuals concerned wherever known. 3. Approximate date and port of arrival in and departure from India. 4. Approximate length of stay in India. 5. Whether single or multiple entry. 6. Whether the applicant has visited India before, and if so, when.<br>Allow 3 to 4 weeks to obtain visa. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. |
| Civilian Personnel .....     | YES      | YES          | NONE        |  |
| Dependents .....             | YES      | YES          | NONE        |  |
| <b>INDONESIA</b>             |          |              |             |  |
| Military Personnel .....     | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.  |
| Civilian Personnel .....     | YES      | YES          | NONE        |  |
| Dependents .....             | YES      | YES          | NONE        |  |
| <b>IRAN</b>                  |          |              |             |  |
| Military Personnel           |          |              |             | Contact USASCAF before planning any travel.  |
| Civilian Personnel           |          |              |             |  |
| Dependents                   |          |              |             |  |
| <b>ISRAEL</b>                |          |              |             |  |
| Military Personnel .....     | YES*     | YES          | NONE        | Applies to PCS, TDY, and leave.  |

| Destination and<br>travelers | Passport | Requirements |             | Additional information   |
|------------------------------|----------|--------------|-------------|--|
|                              |          | Visa         | Visa photos |  |
| Civilian Personnel .....     | YES*     | YES          | NONE        | *Personnel traveling to Israel and Arab countries are authorized two passports before departing the United States. Two separate DD Forms 1056 should be issued and two separate applications must be submitted. Personnel not leaving airport do not need visas. Furnish length of stay and exact purpose of trip. When assigned to United Nations Truce Supervision Organization Observers (UNTSO) only one passport is required. Copy of orders must be submitted with passport application. Visa application must be signed by applicant before obtaining visa. |
| Dependents .....             | YES*     | YES          | NONE        |  |
| <b>ITALY</b>                 |          |              |             |  |
| Military Personnel .....     | NO*      | NO           | NONE        | Applies to PCS, TDY, and leave.  |
| Civilian Personnel .....     | YES      | NO           | NONE        | *Military personnel assigned to Security Assistance Liaison Office, Military Assistance Advisory Group (MAAG), and NATO Defense College, Rome, need passports.   |
| Dependents .....             | YES      | NO           | NONE        |  |
| <b>IVORY COAST</b>           |          |              |             |  |
| Military Personnel .....     | YES      | YES          | 4           | Applies to PCS, TDY, and leave. Personnel not leaving airport do not need visas. Personnel will furnish up-to-date immunization record, marital status, and, if married, number of children and their ages to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Also furnish length of stay and exact purpose of trip. Applicant must sign visa application.  |
| Civilian Personnel .....     | YES      | YES          | 4           |  |
| Dependents .....             | YES      | YES          | 4           |  |
| <b>JAMAICA</b>               |          |              |             |  |
| Military Personnel .....     | YES      | YES          | NONE        | Applies to PCS and TDY. Personnel on leave need only identification cards and orders. US military personnel on R&R from US Navy ships visiting Jamaica need only identification cards and one visa application, signed by the applicant.   |
| Civilian Personnel .....     | YES      | YES          | NONE        |  |
| Dependents .....             | YES      | YES          | NONE        |  |
| <b>JAPAN</b>                 |          |              |             |  |
| Military Personnel .....     | NO*      | NO*          | NONE        | *Applies to PCS, TDY, and leave, except military personnel assigned to MAAG or on TDY with MAAG need passports and visas.<br>**Applies to PCS and TDY, except civilian personnel assigned to MAAG or on TDY with MAAG, or traveling to Japan on leave, need visas.<br>***All alien dependents need two signed visa applications, two photos, and a fee for the visa. To find the correct visa fee for various nationalities, contact USASCAF.  |
| Civilian Personnel .....     | YES      | NO**         | NONE        |  |
| Dependents .....             | YES      | NO**         | 2***        |  |
| <b>JORDAN</b>                |          |              |             |  |
| Military Personnel .....     | YES      | YES          | 1           | Applies to PCS, TDY, and leave. State religious preference of DD Form 1056, item 17. Applicant must sign visa forms. An Israeli visa in passport will prevent entry into Jordan except when assigned to UNTSO.   |
| Civilian Personnel .....     | YES      | YES          | 1           |  |
| Dependents .....             | YES      | YES          | 1           |  |

| Destination and<br>travelers | Passport | Requirements |             | Additional information  |
|------------------------------|----------|--------------|-------------|---|
|                              |          | Visa         | Visa photos |   |
| <b>KENYA</b>                 |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 2           | Applies to PCS, TDY, and leave. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. The passport is mailed to the traveler by Cdr, USASCAF, for signature and return. Travelers will furnish the exact purpose of their trip for use in obtaining visa. Embassy must obtain approval from home government before issuing visa, and needs written confirmation from the Department of State that visit has been approved. |
| Civilian Personnel .....     | YES      | YES          | 2           |   |
| Dependents .....             | YES      | YES          | 2           |   |
| <b>KOREA</b>                 |          |              |             |   |
| Military Personnel .....     | NO*      | NO*          | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to MAAG need passports and visas.<br>**Photographs are required for regular passports only; dependents of personnel assigned to MAAG receive official passports. Age of children must be furnished.   |
| Civilian Personnel .....     | YES      | YES          | 1**         |   |
| Dependents .....             | YES      | YES          | 1**         |   |
| <b>KUWAIT</b>                |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 1           | Applies to PCS, TDY, and leave. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. Visa for Israel in passport will prevent entry into Kuwait.  |
| Civilian Personnel .....     | YES      | YES          | 1           |   |
| Dependents .....             | YES      | YES          | 1           |   |
| <b>LAOS</b>                  |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Personnel will furnish exact purpose of visit and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.  |
| Civilian Personnel .....     | YES      | YES          | 3           |   |
| Dependents .....             | YES      | YES          | 3           |   |
| <b>LEBANON</b>               |          |              |             |   |
| Military Personnel .....     | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Personnel not leaving airport do not need visas. Visa in passport for Israel will prevent entry except when assigned to UNTSO. Personnel will furnish date of arrival and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.  |
| Civilian Personnel .....     | YES      | YES          | NONE        |   |
| Dependents .....             | YES      | YES          | NONE        |   |
| <b>LESOTHO</b>               |          |              |             |   |
| Military Personnel .....     | YES      | YES          | NONE        | Applies to PCS, TDY, and leave.   |
| Civilian Personnel .....     | YES      | YES          | NONE        |   |
| Dependents .....             | YES      | YES          | NONE        |   |
| <b>LIBERIA</b>               |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Three signed visa forms and immunization records showing up-to-date inoculations for smallpox, yellow fever, and typhoid are required before issuance   |
| Civilian Personnel .....     | YES      | YES          | 3           |   |
| Dependents .....             | YES      | YES          | 3           |   |

| Destination and<br>travelers | Passport | Requirements |             | Additional information   |
|------------------------------|----------|--------------|-------------|--|
|                              |          | Visa         | Visa photos |  |
| <b>LIBYA</b>                 |          |              |             |  |
| Military Personnel .....     | YES      | YES          | 2           | of Liberian visa. Immunization records must be submitted to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Personnel not leaving the airport do not need visas. Visa applications must be signed by applicant.   |
| Civilian Personnel .....     | YES      | YES          | 2           |  |
| <b>LUXEMBOURG</b>            |          |              |             |  |
| Military Personnel .....     | NO*      | NO           | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to MAAG need passports.  |
| Civilian Personnel .....     | YES      | NO           | NONE        |  |
| Dependents .....             | YES      | NO           | NONE        |  |
| <b>MALAGASY REPUBLIC</b>     |          |              |             |  |
| Military Personnel .....     | YES      | YES*         | 4           | Applies to PCS, TDY, and leave.<br>*Visa required if leaving airport. Personnel will furnish immunization records, showing up-to-date inoculations for smallpox and yellow fever, and exact purpose of visit to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Two visa applications must be completed by applicant before obtaining visa. The necessary applications are mailed to the traveler by USASCAF for completion and return. |
| Civilian Personnel .....     | YES      | YES*         | 4           |  |
| Dependents .....             | YES      | YES*         | 4           |  |
| <b>MALAWI, REPUBLIC OF</b>   |          |              |             |  |
| Military Personnel .....     | YES      | NO           | 1           | Citizens of the United States visiting Malawi on business for not longer than 12 months DO NOT need visas. If stay exceeds 12 months, personnel will give exact purpose of visit, departure date, arrival date, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visa. The necessary application is mailed to traveler by USASCAF for completion and return.  |
| Civilian Personnel .....     | YES      | NO           | 1           |  |
| Dependents .....             | YES      | NO           | 1           |  |
| <b>MALAYSIA</b>              |          |              |             |  |
| Military Personnel .....     | YES      | YES*         | NONE        | Applies to PCS, TDY, and leave.<br>*Visa required regardless of length of stay for official and diplomatic passports. Replacement personnel will furnish name of incumbent, departure date, arrival date, place of entry, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.   |
| Civilian Personnel .....     | YES      | YES*         | NONE        |  |
| Dependents .....             | YES      | YES*         | NONE        |  |
| <b>MALI, REPUBLIC OF</b>     |          |              |             |  |
| Military Personnel .....     | YES      | YES          | 2           | Applies to PCS, TDY, and leave. Personnel who do not leave the airport are exempt from visa requirement. Furnish exact purpose of trip, date of departure from United States, date of arrival, and length of stay. Applicant must sign two visa applications.  |
| Civilian Personnel .....     | YES      | YES          | 2           |  |
| Dependents .....             | YES      | YES          | 2           |  |

| <i>Destination and travelers</i> | <i>Passport</i> | <i>Requirements<br/>Visa</i> | <i>Visa photos</i> | <i>Additional information</i>   |
|----------------------------------|-----------------|------------------------------|--------------------|---|
| <b>MALTA</b>                     |                 |                              |                    |   |
| Military Personnel .....         | YES             | YES*                         | NONE               | Applies to PCS, TDY, and leave. Identification card and orders required.<br>*Visa is not required for stay of less than 3 months. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. Two visa applications must be submitted. There is a visa fee of \$1.92 for United States citizens, and \$2.88 for non-US citizens. Since visa must be approved by home government, allow 4 to 6 weeks to obtain visa.  |
| Civilian Personnel .....         | YES             | YES*                         | NONE               |   |
| Dependents .....                 | YES             | YES*                         | NONE               |   |
| <b>MAURITANIA</b>                |                 |                              |                    |   |
| Military Personnel .....         | YES             | YES                          | 2                  | Applicant must sign two visa applications. Furnish exact purpose of trip, date of departure from United States, date of arrival, and length of stay.  |
| Civilian Personnel .....         | YES             | YES                          | 2                  |   |
| Dependents .....                 | YES             | YES                          | 2                  |   |
| <b>MAURITIUS</b>                 |                 |                              |                    |   |
| Military Personnel .....         | YES             | YES                          | NONE               | Applicant must sign one visa application. Furnish exact purpose of trip, date of departure from United States, date of arrival, and length of stay.   |
| Civilian Personnel .....         | YES             | YES                          | NONE               |   |
| Dependents .....                 | YES             | YES                          | NONE               |   |
| <b>MEXICO</b>                    |                 |                              |                    |   |
| Military Personnel .....         | YES*            | YES**                        | NONE               | *Passports and visas are not required for stays of less than 30 days if traveler presents identification card. A courtesy card is issued at the border or airport of entry on completion of required statistical questionnaire. Passports and visas are not required for persons entering country on leave, in transit, or for educational purposes, if tourist card is obtained from Mexican Consulate, border immigration officials, or airline offices.<br>**When visas are required, individual will furnish the following information to Cdr, USASCAF: sex, marital status, place of birth (city and state); destination in Mexico; inclusive dates of period of visit; date of departure from United States; mode of travel (if travel is via commercial aircraft, give name of airline and flight number, if known); and purpose of visit. |
| Civilian Personnel .....         | YES*            | YES**                        | NONE               |   |
| Dependents .....                 | YES*            | YES**                        | NONE               |   |
| <b>MOROCCO</b>                   |                 |                              |                    |   |
| Military Personnel .....         | YES             | NO                           | NONE               | Applies to PCS, TDY, and leave.<br>*Alien dependents need visas.  |
| Civilian Personnel .....         | YES             | NO                           | NONE               |   |
| Dependents .....                 | YES             | NO*                          | NONE               |   |
| <b>MOZAMBIQUE</b>                |                 |                              |                    |   |
| Military Personnel .....         | YES*            | YES*                         | NONE               | Applies to PCS, TDY, and leave. Personnel will furnish exact purpose of visit, departure date, arrival date, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Allow 3 to 6 weeks to obtain visas. Visas for oversea territories can be issued for multiple entries if justified. Limitations on visas are strictly at the discretion of the issuing authority.  |
| Civilian Personnel .....         | YES*            | YES                          | NONE               |   |
| Dependents .....                 | YES*            | YES                          | NONE               |   |

| Destination and<br>travelers  | Passport | Requirements |             | Additional information  |
|---|----------|--------------|-------------|---|
|   |          | Visa         | Visa photos |   |
| <p><b>*Personnel traveling to Mozambique are authorized two passports before departing the United States if they are also traveling to Benin, Cameroon, Nigeria, Tanzania, or Zambia. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport.</b></p> |          |              |             |   |
| <b>NAMIBIA</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Personnel will furnish purpose of trip, date of departure from United States, date of arrival, and length of stay. If personnel are traveling to Cameroon, Nigeria, Zambia, and Tanzania, two passports must be issued before leaving CONUS.  |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>NEPAL</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. The following information is required in item 17 of DD Form 1056: purpose of trip, date of departure from United States, and date of entry into Nepal.  |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>NETHERLANDS</b>  |          |              |             |   |
| Military Personnel .....  | NO*      | NO           | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to Security Assistance Liaison Office and OSP need passports.   |
| Civilian Personnel .....  | YES      | NO           | NONE        |   |
| Dependents .....  | YES      | NO           | NONE        |   |
| <b>NEW ZEALAND</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES*         | NONE        | Applies to PCS, TDY, and leave.<br>*Visa is not required for military or civilian personnel, or dependents, if stay is 30 days or less.<br>**Civilian personnel participating in operation "Deep Freeze" are exempt from passport and visa requirement if they have identification card and copy of movement orders, and travel is via United States military transportation. Personnel not leaving airport are exempt from visa requirement. |
| Civilian Personnel .....  | YES**    | YES**        | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>NICARAGUA</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Personnel not leaving airport are exempt from visa requirement.   |
| Civilian Personnel .....  | YES      | YES          | NONE        |   |
| Dependents .....  | YES      | YES          | NONE        |   |
| <b>NIGER</b>  |          |              |             |   |
| Military Personnel .....  | YES      | YES          | 2           | Applies to PCS, TDY, and leave. The Embassy of Niger requires the following information before issuing visas: length of stay, reason for journey, date of departure from United States, date of arrival in country. This information must be furnished to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, together with immunization records. Applicant must sign two visa forms.  |
| Civilian Personnel .....  | YES      | YES          | 2           |   |
| Dependents .....  | YES      | YES          | 2           |   |
| <b>NIGERIA, REPUBLIC OF</b>   |          |              |             |   |
| Military Personnel .....  | YES*     | YES          | 3           | Military personnel staying less than 24 hours are exempt from passport requirement. Personnel will furnish exact purpose of trip, de-   |
| Civilian Personnel .....  | YES*     | YES          | 3           |   |
| Dependents .....  | YES*     | YES          | 3           |   |

| Destination and<br>travelers  | Passport | Requirements |             | Additional information   |
|---|----------|--------------|-------------|--|
|   |          | Visa         | Visa photos |  |
| <p>parture date, arrival date, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Passports must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify USASCAF by message of any change in applicant's address. *Personnel traveling to Nigeria are authorized two passports before departing United States if they are also traveling to Mozambique, Zimbabwe, or South Africa. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport.</p> |          |              |             |  |
| <b>NORWAY</b>   |          |              |             |  |
| Military Personnel .....  | NO       | NO           | NONE        | Applies to PCS, TDY, and leave if in possession of identification card and orders.   |
| Civilian Personnel .....  | YES      | NO           | NONE        |  |
| Dependents .....  | YES      | NO           | NONE        |  |
| <b>OKINAWA</b>  |          |              |             |  |
| Passport and visa requirements for entry into Okinawa are the same as for Japan.  |          |              |             |  |
| <b>OMAN</b>   |          |              |             |  |
| Military Personnel .....  | YES      | YES          | 2           | Personnel must furnish exact purpose of trip, length of stay, date of departure from United States, and date of arrival. Immunization record (smallpox, cholera, yellow fever, and typhoid) must also be furnished. Allow 3 days for obtaining visa. (In some cases, approval must be obtained from home government before visa can be issued; this could take several weeks.) Applicant must sign two visa forms.   |
| Civilian Personnel .....  | YES      | YES          | 2           |  |
| Dependents .....  | YES      | YES          | 2           |  |
| <b>PAKISTAN</b>   |          |              |             |  |
| Military Personnel .....  | YES      | YES          | NONE        | Applies to PCS, TDY, and leave. Passport must be signed before submitting to embassy for visa. Applicant must sign visa form. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address. Personnel must furnish exact purpose of travel, date of departure from United States, and place of arrival in Pakistan. Since the home government must approve the visa, there is a 4 to 6 week delay in obtaining the visa. |
| Civilian Personnel .....  | YES      | YES          | NONE        |  |
| Dependents .....  | YES      | YES          | NONE        |  |
| <b>PANAMA, REPUBLIC OF</b>  |          |              |             |  |
| Military Personnel .....  | NO       | NO           | NONE        | Military personnel assigned to United States Military Group Panama need passports. Entry in item 12, DD Form 1056, must state that assignment is the United States Army Elements, United States Military Group, Republic of Panama.<br>Military personnel assigned to Special Action Force, 3d SF Bn, 7th Special Forces Group (Abn), 1st SF, need passports. Item 11, DD Form 1056, must be left blank. "SAF, 3d SF   |
| Civilian Personnel .....  | YES      | NO           | NONE        |  |
| Dependents .....  | YES      | NO           | NONE        |  |

| Destination and<br>travelers   | Passport | Requirements |             | Additional information  |
|--|----------|--------------|-------------|---|
|  |          | Visa         | Visa photos |   |
| <p>Bn, 7th SFG (Abn), 1st SF" must be entered in item 12, DD Form 1056.<br/>           Military personnel, civilian personnel, and dependents authorized to travel to Panama by privately owned vehicle must apply for official passports. All personnel issued official or diplomatic passports who drive to or from Panama must have valid visas for all countries to be passed through.<br/>           Personnel on leave must have either a passport and visa or a tourist card for entry into Panama. Civilian personnel traveling on official or diplomatic passports on TDY need a visa for Panama.</p> |          |              |             |   |
| <b>PAPUA NEW GUINEA</b>  |          |              |             |   |
| Military Personnel .....   | YES      | YES          | 1           | Applies to PCS and TDY. Applicant must sign visa application and furnish exact purpose of trip, date of departure, date of arrival, and length of stay. Allow 2 to 3 weeks to obtain visas. Visa must be obtained in New York.  |
| Civilian Personnel .....   | YES      | YES          | 1           |   |
| Dependents .....   | YES      | YES          | 1           |   |
| <b>PARAGUAY</b>  |          |              |             |   |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS, TDY, and leave.   |
| Civilian Personnel .....   | YES      | YES          | NONE        |   |
| Dependents .....   | YES      | YES          | NONE        |   |
| <b>PERU</b>  |          |              |             |   |
| Military Personnel .....   | YES      | YES          | NONE        | Applies to PCS, TDY, and leave.   |
| Civilian Personnel .....   | YES      | YES          | NONE        |   |
| Dependents .....   | YES      | YES          | NONE        |   |
| <b>PEKING (PEOPLES REPUBLIC OF CHINA)</b>  |          |              |             |   |
| Military Personnel .....   | YES      | YES          | NONE        | Invitational orders must be submitted with copy 5 of DD Form 1056. Trip approval must come from Department of State. Visa approval must come from the home government. Contact USASCAF for further assistance.  |
| Civilian Personnel .....   | YES      | YES          | NONE        |   |
| Dependents .....   | YES      | YES          | NONE        |   |
| <b>PHILIPPINES, REPUBLIC OF</b>  |          |              |             |   |
| Military Personnel .....   | NO*      | NO*          | NONE        | *Military personnel assigned to or on TDY with JUSMAG need passports and visas. Military personnel entering by commercial transportation and traveling in civilian clothing need passport and orders. All military personnel and dependents entering the Philippines through US bases on ordinary leave must present passport and unrestricted visa. (A restricted visa is stamped with the notation "not valid for entry through US military bases.") Unrestricted visas are normally issued by the Philippine Government to persons traveling to the Philippines on ordinary leave. Persons on ordinary leave entering the Philippines as tourists may enter at Manila International Airport and stay for 21 days without passport or visa, if leave orders specify Philippines as place of leave.<br>**The Philippine Government requires the applicant's mother's maiden name, father's name, and a statement as to whether the applicant |
| Civilian Personnel .....   | YES      | YES          | 2           |   |
| Dependents .....   | YES      | YES**        | 2           |   |

| Destination and<br>travelers   | Passport | Requirements |             | Additional information  |
|--------------------------------|----------|--------------|-------------|---|
|                                |          | Visa         | Visa photos |   |
| <b>POLAND</b>                  |          |              |             |   |
| Military Personnel .....       | YES      | YES          | 6*          | <p>has or has not previously been denied a Philippine visa. This information will be sent to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, when the applicant applies for a passport for official travel.</p> <p>Chinese and British citizens traveling to the Philippines must have home government approval before visa can be obtained. This could take from 4 to 6 weeks.</p> <p>Applies to PCS, TDY, and leave.</p> <p>*Two photographs required for entry visa, four photographs required for transit visa. Photographs must be signed across the bottom. Personnel will furnish place of entry, mode of travel, exact purpose of visit, length of stay, official title, and next of kin (by name, address, and relation) for use in obtaining visas. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.</p> |
| Civilian Personnel .....       | YES      | YES          | 6*          |   |
| Dependents .....               | YES      | YES          | 6*          |   |
| <b>PORTUGAL</b>                |          |              |             |   |
| Military Personnel .....       | YES*     | YES*         | NONE        | <p>*Applies to PCS and TDY, except that NATO personnel may enter Portugal without passports and visas if travel orders state that they are traveling on NATO business and they possess identification cards.</p> <p>**Applies to PCS. Civilian personnel and dependents on TDY and leave may enter Portugal without visas for periods up to 60 days. Individuals must have orders and identification cards. Visa required for all MAAG personnel.</p>   |
| Civilian Personnel .....       | YES      | YES**        | NONE        |   |
| Dependents .....               | YES      | YES**        | NONE        |   |
| <b>QATAR</b>                   |          |              |             |   |
| Military Personnel .....       | YES      | YES          | 2           | <p>Purpose of trip, length of stay, date of departure from United States, and date of arrival must be furnished. Applicant must sign two visa applications.</p>   |
| Civilian Personnel .....       | YES      | YES          | 2           |   |
| Dependents .....               | YES      | YES          | 2           |   |
| <b>RHODESIA (See Zimbabwe)</b> |          |              |             |   |
| <b>RUMANIA</b>                 |          |              |             |   |
| Military Personnel .....       | YES      | YES          | 4*          | <p>Applies to PCS, TDY, and leave.</p> <p>*Photographs must be signed across the bottom. Personnel will furnish two copies of signed autobiography (including educational background and military schools attended), mode of travel, departure and arrival dates, length of stay, and exact purpose of visit to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must complete and return three visa applications. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310,</p>  |
| Civilian Personnel .....       | YES      | YES          | 4*          |   |
| Dependents .....               | YES      | YES          | 4*          |   |

| Destination and<br>travelers | Passport | Requirements |             | Additional information  |
|------------------------------|----------|--------------|-------------|---|
|                              |          | Visa         | Visa photos |   |
| <b>RWANDA, REPUBLIC OF</b>   |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Applicant must sign three visa forms before obtaining visa. The required forms are mailed to the traveler by Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for completion and return, to be sent to the Embassy of Rwanda. Up-to-date immunization records must be submitted to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.   |
| Civilian Personnel .....     | YES      | YES          | 3           |   |
| Dependents .....             | YES      | YES          | 3           |   |
| <b>SAUDI ARABIA</b>          |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 1*          | Applies to PCS, TDY, and leave.<br>*Twenty additional photographs and negatives are required for use by personnel on arrival. These photographs must be full face, bust photographs; four photographs will be 1 by 2 inches and show name and service number; eight photographs will be 2 by 2 inches and show individual in uniform; and eight photographs will be 2 by 2 inches and show individual in civilian clothes.<br>Religious preference will be stated in remarks section of DD Form 1056.<br>Entry visas for Saudi Arabia are valid for only 90 days. Item 17, DD Form 1056, should show month of travel to aid in processing visa application within correct time frame. Visa for Israel in passport will prevent entry into Saudi Arabia. EXACT PURPOSE OF TRIP OR ASSIGNMENT MUST BE NOTED ON DD FORM 1056. "PCS" OR "TDY" IS NOT ACCEPTABLE. All aliens traveling to Saudi Arabia must have home government approval. Applicant must contact the Ministry of Foreign Affairs, Jeddah, Saudi Arabia, to request approval. This could take 3 to 4 months. A \$7.00 money order, payable to the Embassy of Saudi Arabia, is required once home government approval is received by the embassy in Washington, DC. |
| Civilian Personnel .....     | YES      | YES          | 1*          |   |
| Dependents .....             | YES      | YES          | 1*          |   |
| <b>SENEGAL, REPUBLIC OF</b>  |          |              |             |   |
| Military Personnel .....     | YES      | YES          | 3           | Applies to PCS, TDY, and leave. Personnel must furnish exact purpose of trip, date of departure from United States, date of arrival, and length of stay to obtain visa.   |
| Civilian Personnel .....     | YES      | YES          | 3           |   |
| Dependents .....             | YES      | YES          | 3           |   |
| <b>SEYCHELLES</b>            |          |              |             |   |
| Military Personnel .....     | YES      | YES*         | NONE        | Applies to PCS, TDY, and leave.<br>*Visa not required for stay of 3 months or less. Transit visa required for Kenya. Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.   |
| Civilian Personnel .....     | YES      | YES*         | NONE        |   |
| Dependents .....             | YES      | YES*         | NONE        |   |

| Destination and<br>travelers               | Passport | Requirements |             | Additional information  |
|--|----------|--------------|-------------|---|
|  |          | Visa         | Visa photos |   |
| <b>SIERRA LEONE</b>                        |          |              |             |   |
| Military Personnel .....                   | YES      | YES          | 3*          | Military personnel not leaving airport are exempt from the passport requirement.<br>*Photographs must be signed across the bottom. Purpose of trip, length of stay, date of departure from United States, and date of arrival in Sierra Leone must be furnished.  |
| Civilian Personnel .....                   | YES      | YES          | 3*          |   |
| Dependents .....                           | YES      | YES          | 3*          |   |
| <b>SINGAPORE</b>                           |          |              |             |   |
| Military Personnel .....                   | YES*     | NO           | NONE        | *Applies to PCS, TDY, and leave.<br>Military personnel on TDY are exempt from passport requirement if arrival is on military aircraft.<br>**No visa required for stay of 14 days or less. For stay of over 14 days, visa is obtained at the airport. Traveler must show round trip or through ticket. If extension of stay is desired, visa is obtained in INS. This applies to all United States citizens.   |
| Civilian Personnel .....                   | YES      | NO           | 2           |   |
| Dependents .....                           | YES      | YES**        | 2           |   |
| <b>SOMALIA REPUBLIC</b>                    |          |              |             |   |
| Military Personnel .....                   | YES      | YES          | 4           | Applies to PCS, TDY, and leave. Persons traveling to Somalia Republic will furnish immunization records, exact purpose of visit, departure and arrival dates, and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must sign four visa forms.   |
| Civilian Personnel .....                   | YES      | YES          | 4           |   |
| Dependents .....                           | YES      | YES          | 4           |   |
| <b>SOUTH AFRICA</b>                        |          |              |             |   |
| Military Personnel .....                   | YES*     | YES          | NONE        | Applies to PCS, TDY, and leave. Personnel will furnish exact purpose of trip to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Personnel not leaving airport are exempt from visa requirements.<br>*Personnel traveling to South Africa are authorized two passports before departing the United States if they are also traveling to Nigeria, Tanzania, or Zambia. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport.   |
| Civilian Personnel .....                   | YES*     | YES          | NONE        |   |
| Dependents .....                           | YES*     | YES          | NONE        |   |
| <b>SOUTHERN YEMEN, PEOPLES REPUBLIC OF</b> |          |              |             |   |
| Military Personnel .....                   | YES      | YES          | 3           | Contact USASCAF for further information.  |
| Civilian Personnel .....                   | YES      | YES          | 3           |   |
| Dependents .....                           | YES      | YES          | 3           |   |
| <b>SOUTHEAST AFRICA (See Namibia)</b>      |          |              |             |   |
| <b>SPAIN</b>                               |          |              |             |   |
| Military Personnel .....                   | NO*      | NO**         | NONE        | *Military personnel assigned to MAAG need passports and visas. Other Military Personnel may enter Spain without passports if they have DOD identification cards and either TDY, temporary additional duty, PCS, or leave orders with the following statement published in their orders: "La persona mencionada en estos documents ha sido autorizada por el comandante de la unidad a la que pertenece para desplazarse a Espana."<br>**No visa required for stay of 14 days or less. For stay of over 14 days, visa is obtained at the airport. Traveler must show round trip or through ticket. If extension of stay is desired, visa is obtained in INS. This applies to all United States citizens. |
| Civilian Personnel .....                   | YES      | YES***       | NONE        |   |
| Dependents .....                           | YES      | NO***        | NONE        |   |

| <i>Destination and travelers</i> | <i>Passport</i> | <i>Requirements Visa</i> | <i>Visa photos</i> | <i>Additional information</i>  |
|----------------------------------|-----------------|--------------------------|--------------------|--|
| <b>SRI LANKA</b>                 |                 |                          |                    |  |
| Military Personnel .....         | YES             | YES                      | 2                  | **Attachés, diplomats, and military and civilian personnel who have been issued official or diplomatic passports must obtain Spanish visas if they plan to enter Spain using these passports.<br>***Dependents, civil service employees, and others who hold regular passports do not need visas or orders. Contact USASCAF for further information. |
| Civilian Personnel .....         | YES             | YES                      | 2                  |  |
| Dependents .....                 | YES             | YES                      | 2                  |  |
| <b>SUDAN</b>                     |                 |                          |                    |  |
| Military Personnel .....         | YES             | YES                      | 2                  | Purpose of visit, date of departure from United States, and date of arrival in Sudan must be furnished to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, to obtain visa. Passport must be valid for at least 6 months from date of entry into Sudan.   |
| Civilian Personnel .....         | YES             | YES                      | 2                  |  |
| Dependents .....                 | YES             | YES                      | 2                  |  |
| <b>SWAZILAND</b>                 |                 |                          |                    |  |
| Military Personnel .....         | YES             | YES                      | NONE               | Applies to PCS, TDY, and leave.  |
| Civilian Personnel .....         | YES             | YES                      | NONE               |  |
| Dependents .....                 | YES             | YES                      | NONE               |  |
| <b>SWEDEN</b>                    |                 |                          |                    |  |
| Military Personnel .....         | YES             | NO                       | NONE               | Applies to PCS, TDY, and leave.  |
| Civilian Personnel .....         | YES             | NO                       | NONE               |  |
| Dependents .....                 | YES             | NO                       | NONE               |  |
| <b>SWITZERLAND</b>               |                 |                          |                    |  |
| Military Personnel .....         | NO              | NO                       | NONE               | Applies to PCS, TDY, and leave. Must possess identification card and orders when exempt.   |
| Civilian Personnel .....         | YES             | NO                       | NONE               |  |
| Dependents .....                 | YES             | NO                       | NONE               |  |
| <b>SYRIAN ARAB REPUBLIC</b>      |                 |                          |                    |  |
| Military Personnel .....         | YES             | YES                      | 3                  | Provide purpose of trip, length of stay, date of departure from United States, and date of arrival to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visa. Visa for Israel in passport will prevent entry into Syria except when assigned to UNTSO.   |
| Civilian Personnel .....         | YES             | YES                      | 3                  |  |
| Dependents .....                 | YES             | YES                      | 3                  |  |
| <b>TAHITI</b>                    |                 |                          |                    |  |
| Military Personnel .....         | YES             | YES*                     | 2                  | Personnel must furnish departure and arrival dates and length of stay to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must sign visa forms. The required forms are mailed to the traveler by Cdr, USASCAF for signature and return.<br>*Visa not required for stay of 10 days or less.                         |
| Civilian Personnel .....         | YES             | YES*                     | 2                  |  |
| Dependents .....                 | YES             | YES*                     | 2                  |  |
| <b>TAIWAN</b>                    |                 |                          |                    |  |
| Military Personnel .....         | NO              | NO                       | NONE               | Only civilian employees are authorized official travel to Taiwan. Traveler must have tourist passport. Travel must be approved by Depart-  |
| Civilian Personnel .....         | YES             | YES                      | NONE               |  |
| Dependents .....                 | NO              | NO                       | NONE               |  |

| <i>Destination and travelers</i> | <i>Passport</i> | <i>Requirements<br/>Visa</i> | <i>Visa photos</i> | <i>Additional information</i>   |
|----------------------------------|-----------------|------------------------------|--------------------|---|
| <b>TANZANIA</b>                  |                 |                              |                    |   |
| Military Personnel .....         | YES*            | YES                          | 2                  | <p>Applies to PCS, TDY, and leave. Applicant must sign two visa forms before obtaining visa. The required forms are mailed to the traveler by Cdr, USASCAF for completion and return. Obtaining visa takes approximately 2 weeks. Passports and visas are not required if stay does not exceed 48 hours, departure is by same means of entry, and traveler possesses identification card and orders.</p> <p>*Personnel traveling to Tanzania are authorized issuance of two passports before departing the United States if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before submitting passport application.</p> |
| Civilian Personnel .....         | YES*            | YES                          | 2                  |   |
| Dependents .....                 | YES*            | YES                          | 2                  |   |
| <b>THAILAND</b>                  |                 |                              |                    |   |
| Military Personnel .....         | YES             | YES                          | 3*                 | <p>*Photographs are required in Thailand; therefore they should be kept by the traveler. Military and civilian personnel and dependents assigned to JUSMAG need eight passport photographs and six identification card photographs after arrival in Thailand.</p>   |
| Civilian Personnel .....         | YES             | YES                          | 3*                 |   |
| Dependents .....                 | YES             | YES                          | 3*                 |   |
| <b>TOGO</b>                      |                 |                              |                    |   |
| Military Personnel .....         | YES             | YES                          | 3                  | <p>Applies to PCS, TDY, and leave. Up-to-date immunization records must be submitted to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Applicant must sign three visa forms.</p>  |
| Civilian Personnel .....         | YES             | YES                          | 3                  |   |
| Dependents .....                 | YES             | YES                          | 3                  |   |
| <b>TUNISIA</b>                   |                 |                              |                    |   |
| Military Personnel .....         | YES             | NO*                          | 5                  | <p>Applies to PCS, TDY, and leave.</p> <p>*Visa not required for entry or for stay of 4 months or less. If staying more than 4 months, visa must be applied for after arrival in Tunisia.</p>   |
| Civilian Personnel .....         | YES             | NO*                          | 5                  |   |
| Dependents .....                 | YES             | NO*                          | 5                  |   |
| <b>TURKEY</b>                    |                 |                              |                    |   |
| Military Personnel .....         | NO*             | NO*                          | 10**               | <p>Applies to PCS, TDY, and leave.</p> <p>*Passports and visas required for Joint US Military Mission for Aid to Turkey (JUSMMAT) and Central Treaty Organization (CENTO) personnel.</p> <p>**Photographs are not required for visa but are for use after arrival overseas; therefore, travelers should keep the photographs and the photograph negative in their possession.</p> <p>***Visa is not required for a stay of 3 months or less. Alien dependents apply to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for visas. One visa form, three photographs, orders, and money order for \$9.90 payable to the Turkish Embassy, are required. Check with USASCAF for visa fee.</p>  |
| Civilian Personnel .....         | YES             | NO***                        | 10**               |   |
| Dependents .....                 | YES             | NO***                        | 10**               |   |



| Destination and<br>travelers               | Requirements |      |             | Additional information  |
|--|--------------|------|-------------|---|
|  | Passport     | Visa | Visa photos |   |
| UGANDA                                     |              |      |             | Travel restricted until further notice.   |
| <b>UNION OF SOVIET SOCIALIST REPUBLICS</b> |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | 3           | Applies to PCS, TDY, and leave. Personnel will furnish exact purpose of visit, length of stay, arrival and departure dates, place of arrival in and departure from Russia, copy of invitation, and copy or orders to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas. Passport must be signed before submitting to embassy for visa. Applicant must sign visa forms. So that signature may be obtained with least delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310 by message of any change in applicant's address. The passport and visa forms are mailed to the traveler by the Cdr, USASCAF, for completion and return. Personnel who will not be staying at the American Embassy after arrival in USSR must also furnish a copy of prepaid voucher showing confirmation of, and advance payment for, hotel accommodations. |
| Civilian Personnel .....                   | YES          | YES  | 3           |   |
| Dependents .....                           | YES          | YES  | 3           |   |
| <b>UNITED KINGDOM</b>                      |              |      |             |   |
| Military Personnel .....                   | NO*          | NO   | NONE        | Applies to PCS, TDY, and leave.<br>*Military personnel assigned to MAAG need passports.   |
| Civilian Personnel .....                   | YES          | NO   | NONE        |   |
| Dependents .....                           | YES          | NO   | NONE        |   |
| <b>UPPER VOLTA</b>                         |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | 2           | Applies to PCS, TDY, and leave. Applicant must sign two visa forms.   |
| Civilian Personnel .....                   | YES          | YES  | 2           |   |
| Dependents .....                           | YES          | YES  | 2           |   |
| <b>URUGUAY</b>                             |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | NONE        | Applies to PCS, TDY, and leave. Passport and visa application must be signed before being submitted to the embassy for visa.  |
| Civilian Personnel .....                   | YES          | YES  | NONE        |   |
| Dependents .....                           | YES          | YES  | NONE        |   |
| <b>VENEZUELA</b>                           |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | NONE        | Applies to PCS and TDY. Persons on leave may stay up to 30 days without passport if they have a tourist card. Visas not required if in transit less than 48 hours or not leaving airport.   |
| Civilian Personnel .....                   | YES          | YES  | NONE        |   |
| Dependents .....                           | YES          | YES  | NONE        |   |
| <b>YEMEN ARAB REPUBLIC</b>                 |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | 3           | Applicant must submit three passport-size photographs, exact purpose of trip (DO NOT STATE OFFICIAL BUSINESS AS PURPOSE), date of departure from United States, and date of arrival in Yemen.   |
| Civilian Personnel .....                   | YES          | YES  | 3           |   |
| Dependents .....                           | YES          | YES  | 3           |   |
| <b>YUGOSLAVIA</b>                          |              |      |             |   |
| Military Personnel .....                   | YES          | YES  | NONE        | Applies to PCS, TDY, and leave. Personnel on PCS will furnish exact purpose of visit, length of stay, and name of individual being replaced to Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, for use in obtaining visas.   |
| Civilian Personnel .....                   | YES          | YES  | NONE        |   |
| Dependents .....                           | YES          | YES  | NONE        |   |

| <i>Destination and<br/>travelers</i> | <i>Passport</i> | <i>Requirements</i> |                    | <i>Additional information</i>   |
|--------------------------------------|-----------------|---------------------|--------------------|---|
|                                      |                 | <i>Visa</i>         | <i>Visa photos</i> |   |
| <b>ZAIRE</b>                         |                 |                     |                    |   |
| Military Personnel .....             | YES             | YES                 | 1                  | Applies to PCS, TDY, and leave. The visa form is mailed to the traveler by Cdr, USASCAF, for signature and return.<br>Passport must be signed before submitting to embassy for visa. So that signature may be obtained with least possible delay, notify Cdr, USASCAF, ATTN: ANR-TR-P, WASH DC 20310, by message of any change in applicant's address.        |
| Civilian Personnel .....             | YES             | YES                 | 1                  |   |
| Dependents .....                     | YES             | YES                 | 1                  |   |
| <b>ZAMBIA</b>                        |                 |                     |                    |   |
| Military Personnel .....             | YES*            | YES                 | 1                  | Applies to PCS, TDY, and leave.<br>* Personnel traveling to Zambia are authorized two passports before departing the United States if they are also traveling to Mozambique, Zimbabwe, or South Africa. Due to frequent changes in travel requirements, recommend contacting the Department of State Passport Office or USASCAF before applying for passport. |
| Civilian Personnel .....             | YES*            | YES                 | 1                  |   |
| Dependents .....                     | YES*            | YES                 | 1                  |   |
| <b>ZIMBABWE</b>                      |                 |                     |                    |   |
| Military Personnel                   |                 |                     |                    | Refer to US Air Force Foreign Clearance Guide and contact the Department of State desk for information before applying for passport.  |
| Civilian Personnel                   |                 |                     |                    |   |
| Dependents                           |                 |                     |                    |   |

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-POF-R) Alexandria, VA 22332.

By Order of the Secretary of the Army:

E. C. MEYER  
*General, United States Army*  
*Chief of Staff*

Official:

ROBERT M. JOYCE  
*Brigadier General, United States Army*  
*The Adjutant General*

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