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PERSONNEL—GENERAL
PASSPORTS AND VISAS

Effective Upon Receipt

This is a complete revision of AR 600-290 and changes are made throughout. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSF-RR) Alex VA 22332; other commands will furnish one copy of each to the next higher headquarters.

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* This regulation supersedes AR 600-290, 3 June 1968, including all changes; and DA messages DAAG-AMP 091755Z Jan 75 (U), subject: Interim Change to AR 600-290; DAAG-AMP 29 Jan 75 (U), subject: Interim Change to AR 600-290; DAAG-AMP 27 Apr 75 (U), subject: Passport and Visa Requirements for Portugal, Spain, and Iran; DAAG-AMP 301330Z Apr 75 (U), subject: Active Duty Military, Retired Military and DOD Civilian Personnel Entering Thailand on Leave/TDY; DAAG-AMP 271627Z Jan 76 (U), subject: Visa Applications; DAPC-MSF-R 172030Z Feb 77 (U), subject: Processing Applications for Passports; DAPC-MSF-R 222130Z Mar 77 (U), subject: Entry Requirements for Official Travel to Panama Canal Zone.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes Department of the Army policies and procedures governing application for and issuance of passports and visas for official travel and for the administration of the Army's passport program.

1-2. Scope. *a.* This regulation applies to Department of the Army military and civilian personnel and their dependents traveling under the authority of volumes 1 and 2, Joint Travel Regulations.

b. Procedures set forth apply to other users of the passport and visa services provided by the Department of the Army such as Department of Defense and Joint Staff activities located in the Pentagon and National Capitol Region.

c. The Department of the Army provides passport and visa services to the Department of the Air Force; however, Department of the Air Force passport procedures are outlined in AF Regulation 211-29.

d. This regulation applies to members of the Army National Guard/Army Reserve when in an active duty/active duty for training status.

e. This regulation must be used in conjunction with the Department of State Passport Agent's Manual and the US Air Force Foreign Clearance Guide. The policies contained in this regulation take precedence over the Passport Agent's Manual.

1-3. Explanation of terms. *a. Installation passport agent.* This term refers to persons authorized by the Passport Office, Department of State to accept passport applications.

b. Member. For the purpose of this regulation, member means military or civilian personnel.

c. Passport. A passport is an internationally recognized travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer.

(1) *No-fee passports.*

(a) Diplomatic passport. Diplomatic passports are no-fee passports issued to specified officers and employees of the US Government who are proceeding abroad on official business of a diplomatic nature. When appropriate, the dependents of such persons may also be issued diplomatic passports. The diplomatic passport is issued based on duty assignments and an accreditation list maintained by Department of State.

(b) Official passport. Official passports are no-fee passports issued to officials and employees of the US Government who are proceeding overseas in the discharge of their duties. They are issued as required to military members proceeding overseas in a temporary duty (TDY) or a permanent change of station (PCS) status and are normally issued to military dependents whose sponsor requires an official passport for entry into country of assignment. They are issued to Department of Army civilian personnel in a TDY or PCS status and their dependents when authorized to accompany or join their sponsor.

(c) Regular passport (no-fee). Regular passports (no-fee) are issued to military dependents (command sponsored or otherwise authorized space required travel) if sponsor's assignment does not warrant issuing a diplomatic or official passport. Dependent passports are identified by an indorsement, usually placed on page 5 of the passport, by the issuing agency. These passports are also issued to nonappropriated fund employees.

(2) *Regular passport (fee).* Regular passports are also known as tourist passports and are issued to citizens or nationals of the United States who are traveling abroad for personal (leave or tourist) or business reasons and who are not authorized Government transportation (individually sponsored dependents). They are issued on a full-fee basis.

d. Visa. A visa is permission granted by the government of a country for the bearer to enter that country during the validity period of the visa. A visa is usually in the form of an imprinted stamp affixed to one of the pages in a passport.

1-4. Responsibilities. *a. Command General, US Army Military Personnel Center (CG MILPERCEN).* The CG MILPERCEN is responsible for exercising DA staff supervision over the Army Passport and Visa Program. This includes formulation of policies and operating procedures.

b. Commanding Officer, US Army Service Center for the Armed Forces (CO USASCAF). The CO USASCAF is responsible for—

(1) Providing United States wide passport and visa support for official travel of military and civilian personnel, and their dependents, of the US Army and Air Force and for military and civilian personnel, and dependents, assigned to the Office, Secretary of Defense, Joint Chiefs of Staff, and joint service activities located in the Pentagon and National Capitol Region.

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

(3) Coordinating policy matters directly with the Passport Office, Department of State, foreign embassies, and the US Army and Air Force Military Personnel Centers.

(4) US Army liaison with the Passport Office, Department of State and embassies in the Washington, DC area to process passports and visas, coordinate technical requirements, process priority cases, and resolve problem cases.

(5) Providing technical information and input to the US Army and Air Force Military Personnel Centers to improve and update passport and visa policy directives.

(6) Coordinating procedural changes with the Passport Office, Department of State.

(7) Receiving changes in visa requirements and documentation from embassies and providing them to the US Army and Air Force Military Personnel Centers for publication in service directives.

(8) Providing technical assistance and guid-

ance to installation passport agents located on Army or Air Force installations throughout the United States.

(9) Providing visa assistance to alien dependents of US service members.

(10) Receiving passports for supported activities from the Department of State Passport Office and obtaining visas for official travel.

(11) Forwarding completed passports to address indicated in item 13, DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).

(12) Providing status information on passports and visas.

(13) Providing information concerning non-compliance with this regulation and excessive use of expedite requests to installation commanders and MILPERCEN.

(14) Providing technical information and input to the US Army Civilian Career Management Field Agency to improve and update passport and visa policy directives.

c. Installation or activity commanders. These commanders will—

(1) Establish a passport assistance function which is responsible for administering all passport and visa operations for official travel of military and civilian personnel and their dependents. This function will be accomplished by the Central Port Call Office at each installation.

(2) Emphasize the efficient processing of passport and visa applications to preclude port call delays, adverse effect on mission accomplishment, and personnel hardship to members and their dependents.

(3) Ensure that all personnel requiring passports are aware of their responsibilities for timely submission of applications.

(4) Ensure that passport applications are completed for members and their dependents (when a with dependent tour is selected) within 14 days after personnel interview in the military personnel office (MILPO) for PCS or immediately upon notification of a TDY travel requirement.

(5) Encourage military personnel and dependents, through use of public media, to

routinely acquire and maintain proper birth and citizenship evidence. This is especially critical to those personnel who expect imminent reassignment overseas. Although these documents must be procured at personal expense unless in receipt of PCS Orders, it is a wise and minimal investment because delays of one to two months are not uncommon in obtaining these documents.

(6) Ensure that a sufficient number of installation passport agents are appointed and trained. Installation passport agents are nominated by command and appointed by the Passport Office, Department of State (chap. 8).

(7) Designate DD Form 1056 issuing authorities by completion of signature cards which will be submitted to and filed by installation passport agents.

d. Installation passport agents. These agents will—

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

(2) Verify passport and visa requirements and maintain overall suspense control for passport applications. Suspense control will include establishment of procedures to ensure that timely follow up action is taken to determine status of pending cases that are 45 days old or more. Generally inquiries should not be made sooner. (See para 2-12a.)

(3) Control passports after return to installation and ensure that dependent passports are not released to individuals until dependent travel is authorized by the oversea command.

(4) Establish the identity of the passport applicant in accordance with paragraph 2-9 and—

(a) Examine the DD Form 1056 and ensure that the form has been properly completed.

(b) Ensure that the DD Form 1056 is issued by the proper authority by verification of the authenticating official's signature against the signature cards on file, or, if received from outside agencies, by examination of orders or other military documents.

(c) Review birth evidence, citizenship evidence and photographs.

(d) Record on the application the identification submitted by the applicant.

(e) Execute the application by having the applicant swear or affirm the truth of the statements given therein and sign the application and photographs.

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

(5) Forward the specified number of copies, DD Form 1056 to the Passport Office, Department of State, 1425 K Street NW, WASH, DC 20524 with Form DSP-11 (Passport Application), US citizenship evidence, and two identical photographs for each applicant.

(6) Assist members and dependents in processing visa application when the forms must be completed personally by the applicant. USASCAF normally completes visa application forms on behalf of the applicant.

(7) Coordinate emergency cases with USASCAF (chap 7).

(8) *Not process applications for passports for other than official business.*

e. DD Form 1056 issuing authority. (refer to para 2-3) Personnel authorized to issue the DD Form 1056 will—

(1) Advise applicant of passport and visa requirements for official travel photograph requirements, and information regarding US citizenship evidence.

(2) Advise civilian members and dependent applicants that most countries require an entry in passport indicating the traveler's status (e.g., official travel, tourist) and that no-fee passports fulfill this requirement. Regular fee passports cannot be converted to no-fee status. Certain countries may deny entry if traveler's passport does not indicate true travel status.

(3) Ensure that DD Forms 1056 are accurately completed and processed not later than 14 days after personal interview in the MILPO for PCS or immediately upon notification of a TDY travel requirement. Appendix A contains instructions for completing the DD Form 1056.

(4) Ensure that DD Forms 1056 are properly authenticated.

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

(6) Direct the individual to the appropriate passport agent for completion of Form DSP-11 and for processing of the application.

(7) For PCS involving dependent travel, forward DD Form 1056, the completed DA Form 2370 (Application for Oversea Movement of Dependents), and a work sheet for requesting a port call to the installation passport agent/central port call office. Retain one copy of DA Form 2370 for file. Additionally, a copy of the DD Form 1056 may be reproduced for a suspense file if desired.

1-5. Validity and use of passports. *a.* All members proceeding overseas on official business to a country requiring a passport and all command sponsored dependents will obtain a separate no-fee passport without regard to 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 a foreign country.

b. A passport is valid only when signed by or on behalf of (when appropriate) the bearer in the appropriate space.

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

d. Unless specifically limited to a shorter period of time all passports are valid for 5 years from date of issue.

e. No-fee passports are issued for a specific purpose and cannot be used in violation of the conditions or restrictions which they contain. No-fee passports may not be used for personal travel from the United States to foreign countries. Member and dependents holding no-fee passports on assignment outside the US normally are not required to obtain regular passports for incidental personal travel. However, the personal travel must be such that the 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 only recourse is for the member or dependent to obtain a regular passport at personal expense. Necessary visas for personal travel are the responsibility of, and must be obtained by the traveler.

CHAPTER 2

PASSPORT APPLICATION PROCEDURES

2-1. DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa).

a. A completed DD Form 1056 is a certification by the issuing office that the applicant listed 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 the Passport Office, Department of State to approve or disapprove issuance of a no-fee passport. Appendix A contains detailed instructions for completing and processing the DD Form 1056.

b. The DD Form 1056 is issued to eligible Department of Army personnel traveling on official business. The eligibility of dependents for no-fee passports is contingent on entitlement to Government transportation. Members retiring from the service, and their dependents, traveling to foreign countries for residence are not authorized no-fee passports even though Government transportation may be authorized. (See *e* below.)

c. In addition to being the authorization to apply for a no-fee passport, the DD Form 1056 is also required to accompany no-fee passports which need amendment, correction, extension, revalidation, visa, or to withdraw a no-fee passport from file in the Passport Office, Department of State.

d. Army members and dependents will obtain DD Form 1056 from Army offices except when assigned to joint service functions.

e. The DD Form 1056 will not be issued to the following individuals:

(1) Retired members of the military and their dependents, except a retired member who is also a spouse (dependent) of an active member may be issued a DD Form 1056 when travel is authorized.

(2) Dependents of deceased military personnel.

(3) Military personnel, or their dependents, when traveling for personal reasons; i.e., indi-

vidual sponsored dependents, vacation, leave status, traveling to a home of selection pursuant to retirement.

(4) Civilian contract employees.

(5) Other Government Agency or Bureau employees who are not employed by the Department of Defense.

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 completed Form DSP-11 (Passport Application) accompanied by DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa), photographs, and evidence of US citizenship to a designated passport agent. The passport agent executes Form DSP-11 and forwards it with copies of the DD Form 1056 and necessary documents to the Passport Office, Department of State, 1425 K Street, NW, WASH, DC 20524. Within the US, all no-fee passports are issued by the Passport Office, Department of State. All diplomatic and official passports are issued in the United States.

b. Upon issuance of passports by the Passport Office, Department of State, they are hand-carried to the Passport/Visa Office, USASCAF. USASCAF personnel screen the passports to determine which require visas. Passports which do not require visas are mailed to the address indicated in item 13, DD Form 1056. Visa applications are prepared by USASCAF for passports which require visas. These passports are processed through the appropriate foreign embassies and then mailed to the address indicated in item 13, DD Form 1056.

c. See chapter 7 for priority issuance of passports and visas and see paragraph 2-12 for handling status requests.

2-3. When to issue DD Form 1056. A DD Form 1056 will be issued when it has been determined

that a passport is required for travel (PCS or TDY) to a specific country and members or dependents do not possess a valid, or potentially valid, no-fee passport for completion of oversea duty and travel.

2-4. When to apply for a passport. a. PCS.

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

(2) Dependents of military personnel should submit passport applications not later than 14 days after the member elects to serve a "with dependents" tour and the DD Form 1056 is issued. Under no circumstances should processing be delayed while awaiting response to the DD Form 2370 (Application for Oversea Movement of Dependents) from the oversea commander, nor should this action be delayed for publication of orders.

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

b. TDY. Members should submit applications as soon as the travel requirement is identified.

2-5. Who may be included on DD Form 1056. A separate DD Form 1056 is required for each person applying for a passport. All command sponsored dependents authorized to travel at Government expense will obtain separate passports without regard to age of dependents or oversea destination. This paragraph does not apply to alien dependents traveling on passports from their home country.

2-6. 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 and mailed to the Passport Office, Department of State, 1425 K Street, NW, WASH, DC 20524.

b. Copy 4, properly annotated, will be maintained by the installation passport agent. This copy will be used to establish a suspense system to ensure that applications for passports are submitted in a timely manner, as a tracking

document following submission of application, and on receipt of passport to record passport number, expiration date, and other appropriate data, see paragraph 1-4*d*(2).

c. Copy 5 will be mailed to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH, DC 20310. When visas are required attach all documents/information required by Appendix B to reverse of copy 5, fasten with one staple in upper left corner and mail to USASCAF.

d. Completed DD Forms 1056 and passport applications will be mailed in a sealed envelope by the installation passport agent, not by the individual applicant.

2-7. Where to apply for a passport. a. Members and their dependents will submit applications for no-fee passports through their installation passport agent. They should not be referred to other agencies described in *b* below for this service.

b. When no installation passport agent is available, passports may be applied for or information obtained from any clerk of a Federal or State court authorized by law, certain designated post office clerks, and Department of State passport agencies. The location of Department of State passport agencies are listed in the Department of State Passport Agent's Manual.

c. Outside CONUS, applicants should apply in accordance with instructions from major Army commanders or unified commanders, as appropriate.

2-8. Evidence of US Citizenship. a. Applicants must submit proper evidence of US citizenship with each passport application. A previously issued US passport will normally satisfy this requirement.

b. Specific information on the type of evidence that must be submitted is outlined in chapter 4, which is extracted from the Department of State Passport Agent's Manual.

c. Acceptable evidence of US citizenship should be readily available at all times since members and their dependents must frequently

obtain passports on short notice, see paragraph 1-4c(5).

2-9. Identification of applicant. *a.* All military and dependent applicants must establish their identity to the installation passport agent by presenting a valid military identification card.

b. All civilian personnel and their dependents must establish their identity to the installation passport agent by presenting a civilian identification card, if available, or other acceptable document as established by the Department of State (see the Passport Agent's Manual).

c. The method of establishing identity of the applicant must be shown in the space provided on Form DSP-11 (section H).

2-10. Photographs. Appendix C contains specific information on passport and visa photograph requirements.

a. Applicants must furnish two identical photographs, taken within 6 months of the application date, which meet the Passport Office, Department of State photograph requirements, and which are a good likeness of the applicant.

b. Depending on the policies of the destination country, additional photographs may be required for visas.

2-11. Department of State forms. *a.* *Form DSP-11 (Passport Application).*

(1) One copy of this form will be completed by each applicant. The applicant will complete Form DSP-11 except for signature which must be completed before a passport agent or clerk of court.

(2) In the "Occupation" space, military personnel should enter their grade of rank and branch of service (i.e., SP4—Army) and civilian personnel should enter their position title and grade.

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

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

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 birth evidence.

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

(1) This form may be used for amendment request to show a change of name, to exclude an individual other than the bearer, to correct descriptive data, or to request 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 instead of Form DSP-19 in oversea areas.

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

(1) An applicant who has lost, had stolen, or misplaced a valid or potentially valid passport must submit this form with a passport application to obtain a replacement passport. The applicant must submit this form whether he or she was the bearer of, or included in, the previous passport.

(2) This form must be signed and dated by the applicant. It need not be executed or notarized. The applicant's current address should be shown.

g. *Supply of forms.* The DSP forms indicated above will be requisitioned through normal publications supply channels. FS forms may be obtained from US Consular Offices in overseas areas.

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

a. Inquiries will not be made on the status of passports until 45 days after the application has been submitted to the Department of State. The installation passport agent will establish a suspense file on all applications to closely monitor the processing period. Experience has shown that a "routine" application requires an average of 45 days for completion. Therefore any inquiries made sooner are likely to produce no tangible benefit. When the passports have not been received within 45 days, and there are no

apparent reasons for delay, the installation passport agent may send a request for status report by message to CDR USASCAF PENTAGON WASH DC//ANRDT//. Telephone calls are strongly discouraged. Also it is noted that only USASCAF is authorized to contact the Department of State or foreign embassies regarding the status of passports or visas.

b. Message format to USASCAF, itemized:

- (1) Applicant's last name, first name, middle initial.
- (2) Date of birth.
- (3) Place of birth.
- (4) Date application mailed.
- (5) Destination.
- (6) Special assignment, if applicable.

c. If it becomes apparent that passports cannot be obtained before member's departure from the losing installation, the installation passport agent/central port call office must—

- (1) Verify the address and telephone number shown in item 10, DD Form 1056.
- (2) Ensure the member fully understands that should dependent passports not be received before the established port call date, the member is required to depart as scheduled.
- (3) Advise the member and dependent(s) that if they arrive at the aerial port of embarkation without a passport or visa, if applicable, they will not be allowed to board the aircraft. Additionally, the soldier must be advised that if CG MILPERCEN does not approve a request for delayed reporting, the Commanding Officer, Military Personnel and Transportation Assistance Office (COMPTAO) is authorized to direct the soldier to board the aircraft and proceed to final destination. All personnel should be advised that military lodging facilities may not be available and individuals are personally responsible for their own support until passage on a departing aircraft is available. Commercial facilities in the vicinity of the aerial ports of embarkation are expensive and the funds expended in this connection are not reimbursable.

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 to the losing unit and CDR USASCAF PENTAGON WASH DC//ANRDT-P//. Information addressees for the message will include the gaining oversea commander and the CDRMILPERCEN ALEX VA//DAPC-MSF-M//.

2-13. Correction of passports. Within the United States, no-fee passports that contain errors or omissions in the identification data on page 2 are returned to the Passport Office, Department of State with copies 1, 2, and 3 of DD Form 1056. Send copy 5 to USASCAF. Indicate correction desired in item 17, DD Form 1056 and submit all substantiating documents such as birth certificate if the birth date is incorrect. If incorrect photographs were affixed 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 an individual is being excluded from a passport or if a name is being changed, Form DSP-19 must be submitted with the DD Form 1056. In an oversea area, refer passports to the servicing passport service center/office, American consulate office or chief executive in accordance with instructions from major Army commanders or unified commanders, as appropriate.

2-14. Cancellation of travel. If travel of a member or dependent is canceled after a passport application has been submitted, the installation passport agent should notify USASCAF immediately and furnish applicant's name, sponsor's name if dependents are involved, destination, and date and place of passport application. If passport has been received at the installation after cancellation of travel, return it to Passport Office, Department of State for disposition as outlined in paragraph 6-3.

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 review passport and visa requirements and take action to ensure that appropriate passports and visas are obtained. This may require submission of new DD Form 1056 and Form DSP-11.

CHAPTER 3

VISA APPLICATION PROCEDURES AND INFORMATION

3-1. General. *a.* Visa requirements and processing time vary for each nation and in many cases within a nation according to whether travel is for official, diplomatic or personal reasons and length of stay.

b. Within the United States, USASCAF will obtain visas for official travel. The Passport Visa Branch, USASCAF will maintain visa application forms and process visa applications through embassies in the Washington, DC area or through the appropriate consulate.

c. Applicants in an overseas area should comply with instructions from major Army commanders or unified commanders, as appropriate.

d. Use the US Air Force Foreign Clearance Guide for additional information. Changes to the AF Foreign Clearance Guide are issued on a daily basis when requirements are identified. Therefore this document contains the most up to date information available and will be used in conjunction with this regulation for visa requirements.

e. Questions concerning visa requirements for official travel will be referred to USASCAF Passport Visa Office (AUTOVON 225-9901 or commercial (202) 695-9901) or by message to CDR USASCAF PENTAGON WASH DC//ANRDT-P//.

3-2. Visa application procedures. *a.* Within the United States.

(1) Installation passport agent will attach required information, photographs, and documents to copy 5 of DD Form 1056 and mail to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH, DC 20310. This packet will be mailed at the same time the passport application is mailed to the Passport Office, Department of State.

(2) Upon receipt of copy 5 of DD Form 1056, USASCAF will review visa requirements and establish a suspense file pending receipt of

passport from Department of State. On receipt of passport, USASCAF will obtain visas based on information entered in items 11 and 12 of DD Form 1056.

(3) USASCAF will mail passport to address indicated in item 13 of DD Form 1056 immediately after appropriate visas have been obtained.

(4) To obtain visas for previously issued and valid passports, the installation passport agent must forward the passport and copies 1, 2, and 5 of DD Form 1056 to USASCAF with information, photographs, and documentation indicated in Appendix B and US Air Force Foreign Clearance Guide. The passports must be current, otherwise, a new passport must be obtained.

b. Applicants in an overseas area should comply with instructions from major Army commanders or unified commanders, as appropriate.

3-3. Visa processing time. For planning purposes, applicants should allow 30 days processing time for visa requirements. Additional time must be allowed for multiple visa requirements and for processing during peak travel periods.

3-4. Visa denials. *a.* The following action will be taken when any member or their dependents are denied a visa by the host country because of exclusionary policies related to race, color, religion, national origin, sex, age or for a reason other than qualifications or ability—

(1) *Outside the Continental United States.* The organization responsible for processing the visa request will forward a message directly to SEC DEF (OASD/ISA). Information addressees for the message will include the major Army commander, CDRUSASCAF PENTAGON WASH DC//ANRDT-P//, CDRMILPERCEN ALEX VA//DAPC-MSF-RR//, and the requesting commander. Message format will be indicated in (3) and (4) below.

(2) *Within the Continental United States.*

CO USASCAF will forward a message directly to the Assistant Secretary of Defense (International Security Affairs). Information addressees for the message will include the major Army commander, CDRMILPERCEN ALEX VA/ /DAPC-MSF-RR//, and the requesting commander.

(3) *Message format for military or civilian personnel.*

(a) Name, grade and social security number (SSN).

(b) 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.*

(a) Name, relationship to sponsor.

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

(c) Present assignment of sponsor and location.

(d) Location of dependent(s).

(e) Country which denied visa.

(f) Date of travel approval; specify 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. Guidance concerning assignment status of persons who have been denied a visa will be furnished commanders/agency heads by MILPERCEN.

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

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

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

CHAPTER 4

EVIDENCE OF US CITIZENSHIP

4-1. General. The documents an applicant may submit as evidence of US citizenship with the passport application are described in this chapter. The information provided is taken from the Passport Agent's Manual published by the Passport Office, Department of State. For additional information see the Passport Agent's Manual.

4-2. Passport application supporting documents. *a.* Each passport application must be accompanied by citizenship evidence for each applicant. The burden of providing US citizenship rests with the applicant.

b. Citizenship and other documentary evidence, except affidavits and altered documents, will be returned to the applicant with the issued passport. It is recommended that the applicant retain a copy of any affidavits submitted.

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

4-3. 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 the application for a new passport.

b. If unable to submit the previous passport, the applicant should submit other acceptable evidence of US citizenship and comply with *c* below to avoid delay in issuance of a new passport. If it is not possible for the applicant to submit the US citizenship evidence on which the previous passport was issued, or other acceptable evidence of US citizenship, the passport agent should forward the application to the Passport Office or Agency with an explanatory note.

c. The item in section *a*, Form DSP-11 pertaining to "previous passport" must be completed to show the name in which the passport was issued, the approximate date of issue, and the number if known. If the previous passport is potentially valid (issued within the past 5 years) and is not submitted with the application, the applicant must submit a detailed statement regarding its whereabouts. Form DSP-64 (Statement Regarding Lost or Stolen Passport) should be used for this purpose. (See Passport Agent's Manual for further details.) If the applicant was included in a valid passport and was subsequently excluded, the date of exclusion should be shown.

4-4. 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 his or her birth shall submit a birth certificate issued under the seal of the official custodian of such records. The seal of the official custodian must be an original seal and 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 registrar's office (should be within one year of date of birth); and

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

(3) A birth certificate which does not show the date the original report of birth was filed, or a delayed birth certificate (a record filed more than one year after the date of birth), may be accepted. However, it must show that the report of birth was filed by a person who had a personal

knowledge of the birth, or it was supported by evidence which in itself is considered acceptable secondary evidence of birth for passport purposes. The supporting evidence used to create the record must be indicated on the certificate.

(4) Documents called "Notification of Birth Registration" or "Birth Announcement" which do not contain the seal of the issuing office and/or the file date are not acceptable evidence for passport purposes. These documents are not birth certificates but are merely notifications that a birth certificate should be on file. Hospital certificates are among those documents which are not acceptable as primary evidence for passport purposes.

(5) Several State registrars currently issue registration cards. The Passport Office, Department of State has determined that only those cards issued by the jurisdictions of Delaware, District of Columbia, Maryland, Massachusetts, and Vermont do not meet the minimum criteria of acceptability; birth registration cards issued by other jurisdictions may be accepted and forwarded with passport applications. Acceptability of cards issued by local offices will be determined upon the criteria listed above. Questions regarding acceptability of birth registration cards should be referred to the appropriate Passport Agency, Department of State.

(6) Birth certificates issued by one State which indicates birth in another State will not be accepted for passport purposes.

b. Secondary evidence. If applicants cannot obtain a birth certificate, they must submit the best available and obtainable secondary evidence of their birth in the United States. The various types of secondary evidence which may be submitted for consideration are explained below. If official State birth records were kept at the time of the applicant's birth, all secondary evidence MUST be accompanied by a notice from a registrar of the records stating 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 five years), should contain in-

formation pertaining to the applicant's date and place of birth, and should be the originally created records or certified copies made by the official custodian and bear the official seal and signature of the official custodian. These records may include baptismal certificates; certificates of circumcision or other religious records; hospital birth records; early census, school, or insurance records; family Bible records; personal diaries; ship's logs; or newspaper files regarding the birth.

(2) One or more affidavits of personal knowledge completed by a parent, an older blood relative, or a physician, nurse or midwife who attended the birth may be submitted for consideration. Affidavits must show the name, date, and place of birth of the applicant, and how the affiant acquired knowledge of these facts. Affidavits should be accompanied by at least one type of public record described above. The affidavit may be on Form DSP-10A (Birth Affidavit) or on plain paper.

(3) It is important that secondary birth evidence be the best available and as complete as possible. To assist Department of State officials in their determination of the sufficiency of secondary birth evidence it is recommended that two or more of the types of secondary birth evidence be submitted with the passport application.

c. Special provisions.

(1) *Adopted children.* If the adopted child was not born in the United States, then evidence of the child's naturalization or other claim to US citizenship must be submitted with the application. US citizenship is not derived through adoption. Any of the following may be submitted to establish the citizenship of an adopted child:

(a) A certified copy of the original birth certificate together with a certified copy of the adoption decree showing the change of name; or

(b) A certified copy of the birth certificate in the adoptive name. If the certificate is a delayed birth record which does not conform to the rules for acceptability previously set forth above, the passport issuing office will request additional documentation, such as the adoption decree; or

(c) An affidavit from an official of the or-

ganization sponsoring the adoption, showing: the initial date of child custody; date and place of the child's birth; names of adoptive parents and their place(s) of residence; and the date and manner of adoption; or

(d) The adoption decree if it shows that the child was placed at an early age with the adoptive parents in the United States; or that documentary evidence or testimony was presented to the court which established the parentage and date and place of birth; or, in the case of the foundling, evidence of the child's presence in the United States shortly after birth; or

(e) A certification by the court of adoption that the sealed records of the court establish the child's actual date and place of birth.

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

d. Citizenship at birth when born abroad.

(1) A person born abroad who claims US citizenship at birth may submit his or her own Certificate of Citizenship issued by the Immigration and Naturalization Service; or Form FS-240 (Report of Birth Abroad of a Citizen of the United States of America) issued by the Department of State; or if none of the above is available or obtainable, foreign birth certificate showing parents' names, evidence of US citizenship of parent(s), and an affidavit from the citizen parent showing periods and places of physical presence in the United States and abroad before the applicant's birth. The affidavit should show the reasons for physical presence abroad such as time spent in the military service of the United States, employment abroad with the US Government, or employment with international organizations.

(2) In addition, applicants who acquired US citizenship at birth abroad through one US citizen parent, the other parent having been an alien, must submit their own statement showing periods and places of their physical presence in the United States and abroad after their 14th birthday.

e. Installation passport agents should consult the Passport Agent's Manual or an appropriate Agent of Department of State concerning situations which are not outlined above.

4-5. Procedures to obtain birth certificates for passport application. *a.* Members or dependents may obtain a certified copy of a record of birth by writing to the vital statistics office in the State, possession, or other area where they were born.

b. Passport agents will provide applicants a copy of Department of State Brochure, M-343 (Notice to Applicant Concerning Birth Records). Brochure M-343 contains an application form which may be used to obtain birth records, as well as providing addresses of State and territory vital statistic offices and fees charged. (Chapter 16 of the Passport Agent's Manual lists brochures which are available to Passport Agents which provide such information as where to write for birth, marriage, divorce, and death records).

c. When writing for certified copies of birth records, individuals should include:

(1) Full name at time of birth of persons for whom birth certificate is required.

(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' name (mother's maiden name).

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

d. If birth evidence is not recorded, the State vital statistics office sends instructions to the individual for filing a delayed birth certificate. If primary birth evidence meeting Department of State requirements for issuance of a passport cannot be obtained, then secondary birth evidence of proof of US citizenship must be obtained as outlined in paragraph 4-4b. Attach to such documents the reply from the vital statistics office of the particular State or other area, indicating that birth evidence is not recorded.

CHAPTER 5

MEMBER AND DEPENDENT ALIEN PASSPORT/VISA PROCEDURES

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

b. USASCAF will assist in obtaining required visas for valid alien passports for official travel only. The passports must be current and should be valid for at least 1 year. Further information regarding passport validity will have to be obtained by the individual from a consul or the embassy of the nation concerned.

5-2. Naturalization instructions for alien spouses or alien adopted children. See AR 608-3 for information on the provision for expeditious naturalization of alien spouses and adopted children.

5-3. Visa application procedures for member or dependent aliens. *a.* If there is any question concerning supporting documentation required to obtain visas or passports for alien members or dependents, the installation passport agent will request information from USASCAF by message only. The alien member or dependent will hold his or her passport pending receipt of instructions from USASCAF.

b. USASCAF will advise the installation passport agent of any requirements to obtain a visa. Visa requirements, application procedures, and documentation vary from nation to nation according to the applicant's nationality.

c. At least 60 days prior to departure from the current unit of assignment should be allowed for processing visa applications for member or dependent aliens.

5-4. Stateless alien. *a.* Stateless aliens and aliens whose country is without consular or diplomatic representation in the United States should go to, or contact, the nearest Immigration and Naturalization Service Office for assistance in obtaining proper travel documents.

b. Valid reentry permits or other alien travel documents in lieu of a foreign passport may be forwarded to USASCAF with completed copies 1, 2, and 5 of DD Form 1056. USASCAF will then coordinate visa action with the foreign embassy concerned.

5-5. Return to the United States. Dependent aliens should coordinate with the US Immigration and Naturalization Service to ensure that documentation is in order for departure from and return to the United States.

CHAPTER 6

CONTROL, DISTRIBUTION, AND DISPOSITION OF PASSPORTS

6-1. General. The US Passport is an official document of the US Government. It remains at all times the property of the United States and is to be returned to the Government upon demand. It must not be altered, mutilated, or changed in any manner, except as authorized and changed by the Passport Office, Department of State or its agencies, or by a Consular Post abroad upon proper authorization from the Passport Office. The mutilation or authorized alteration of a passport is subject to criminal penalties (18 USC 1543).

6-2. Receipt and distribution of passports and visas for official travel. *a.* CO USASCAF receives passports for official travel from the Passport Office, Department of State. Upon receipt of passports, USASCAF is responsible for obtaining visas from foreign embassies and legations.

b. Within the US, Canal Zone, Guam, and Puerto Rico, passports are transmitted through the US postal system or by courier when arranged for by the receiving activity. Use of registered or certified mail is not necessary, however mail records will be kept by the mailing activity by completing the appropriate block on the reverse side of add Form 1056.

c. USASCAF will forward completed passports and visas to the address shown in item 13 of DD Form 1056. (See appendix A for address to be entered in item 13.) The installation passport agent will deliver passport to individual only when travel has been authorized. Return unused passports to Passport Office, Department of State if travel is subsequently canceled or not performed within 1 year.

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

6-3. Control of passports. Commanders will ensure that official and diplomatic passports issued

to persons within their command are maintained current and safeguarded as follows—

a. Personnel in oversea areas and those whose duties require them to be in possession of valid passports at all times will be checked periodically to ensure that their passports are in order.

b. Organizations which Department of State has designated as mobility units for passport purposes must safeguard all official passports issued to members of the unit. These passports will be stored in a secure area or a security container at all times when not being used by the member for official travel. Upon completion of official travel the member will return his/her official passport to the individual responsible for safeguarding passports.

c. When military and civilian personnel complete travel abroad and return to the continental United States, their passports will be forwarded to the Passport Office, Department of State, for retention unless their duties will require frequent travel to areas where passports are required. Those passports which are retained will be safeguarded by the installation commander and will not be used for personal travel. Upon request, a passport which has been forwarded to the Department of State will be canceled and returned to the member if he/she has retired from active military service or if he/she will not be traveling abroad on official business during the remainder of the validity period of the passport.

d. Except for enlisted personnel who reenlist without a break in service, passports issued in connection with official travel will be surrendered upon release from active duty, discharge, or retirement and will be returned by the commander of the transfer activity or unit personnel section performing transfer processing to the Passport Office, Department of State for cancellation. If requested, that agency will return the canceled passport to the person at his or her home address. CONUS military personnel of-

fices will establish procedures to ensure that personnel returning from overseas are counseled concerning this obligation.

d. Dependent passports will be forwarded to the Passport Office, Department of State for cancellation. Dependents may request that canceled passports be returned to them.

f. Any exceptions authorized by the Department of State are usually indorsed on the passport at the time of issue. Passports returned to the Passport Office are placed in file for reference in the event of future travel.

g. Passports which have expired will not be sent to the Passport Office for cancellation since only unexpired passports are canceled.

6-4. Withdrawing passport from Passport Office file. When a passport filed at the Passport Office, Department of State is required, complete a DD Form 1056 as follows:

a. Enter in item 17 "Request passport (enter number) issued to (name of individual) or (enter date if known or year) be withdrawn from file. Passport returned to file on (enter date)".

b. Copies 1, 2 and 3 of the DD Form 1056 will be forwarded to the Passport Office, Department of State for appropriate action. Copy 5 will be forwarded to USASCAF (ANRDT-P). (If visa is required all documents/information required for visas must be attached to copy 5.) The Passport Office, Department of State will forward the passport to USASCAF. USASCAF will obtain visa(s) if necessary and forward the completed passport to the address indicated in item 13, DD Form 1056.

c. Passports with less than 1 year validity remaining are destroyed by the Passport Office, Department of State. Submit an application for a new passport if the previous passport is 4 years old or older or if it does not have enough valid time left to cover the normal length of the over-sea tour.

CHAPTER 7

PASSPORT AND VISA PROCESSING CRITERIA

7-1. General. *a.* The following categories of passport/visa application processing procedures have been established: routine and other than routine. Other than routine encompasses two distinct classes: expedite and emergency. See figures 7-1 and 7-2 for explanation of these categories.

b. It is the responsibility of all commanders to minimize the number of other than routine requests. Other than routine handling will not be requested except in cases of short notice assignments, short notice TDY to meet critical mission requirements, to avoid substantial personnel hardship and situations which can not be alleviated locally. *The use of other than routine handling will be carefully controlled by commanders at all levels to preclude misuse since it is a costly and time consuming method for processing passports and visas.* Further, it must be understood that overuse of other than routine handling delays normal processing work.

c. Other than routine processing will not be authorized to meet routine PCS travel requirements.

d. Installation passport agents must ensure that all regulatory requirements are met in preparing applications, that they are properly assembled with photographs and other required documents attached, to preclude unnecessary delays upon arrival at the Passport Office, Department of State or USASCAF.

e. The procedures and criteria below are for CONUS. For overseas, contact the nearest US Embassy or Consulate. The Consular Office determines the validity of a request for emergency issuance of a passport and, if approved, takes action to obtain the passport.

f. The decision logic tables in figures 7-1 and 7-2 (at end of chapter) summarize the criteria which *must* be met for commanders to request other than routine processing for passport/visa applications.

7-2. Routine Processing Procedure. If the passport/visa application does not meet the other than routine criteria shown in the figures below, installation passport agents will forward the application, DD Form 1056 and other required documents indicated in paragraph 2-6.

7-3. Expedite Processing Procedure. If the passport/visa application meets the expedite criteria shown in the figures below, the following procedure will be followed.

a. Installation passport agents will annotate "EXPEDITE" in the upper left corner of the Passport Application, DSP-11.

b. Forward application, DD Forms 1056 and other required documentation *direct* to Passport Office, Department of State in accordance with paragraph 2-6.

c. Expedite passport applications *will not* be processed through USASCAF prior to Passport Office, Department of State.

d. It must be noted that a request for expedite does not mean that the required time (item 1, DD Form 1056) will be met. There will be occasions when the volume of work precludes meeting the required date. Therefore, *required dates must be realistic.*

7-4. Emergency Processing Procedure. If the passport/visa application meets all the emergency criteria shown in figures 7-1 and 7-2, the following procedure will be followed.

a. Complete justification will be provided as a letter of transmittal to the application by the installation or activity chief when emergency processing is requested. These letters of transmittal will be authenticated by the installation Adjutant General and forwarded via first class mail or hand carried to: Commander, USASCAF, ATTN: ANRDT-P, WASH, DC 20310. Justification for late submission will include the date assignment notification was received at the

installation and identification of the CAP III cycle for enlisted members, as appropriate. For TDY the reasons that the member cannot be rescheduled for later travel will also be provided.

b. Based on *a* above, CDR, USASCAF will approve or disapprove the request and authorize emergency processing, if warranted. If justification does not warrant emergency processing, USASCAF will forward application, DD Forms 1056 and required documentation to Passport Office, Department of State for either routine or expedite processing. In addition such cases will be reported through command channels to the installation/activity commander responsible for initiating the request.

7-5. Some commands, due to their mission, have a continuing requirement to send personnel overseas on very short notice. Passports should be obtained in advance on a contingency basis 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 explaining this requirement and requesting designation as a mobility unit for passport purposes. When the Department of State approves this request, they will assign a special designation to be indicated on DD Form 1056 when requesting passport under this provision.

7-6. Expeditious passport processing for group/unit movements. When necessary, Headquarters, Department of the Army will direct commanders to expedite passport processing for individuals assigned to units under their jurisdiction which have been issued oversea movement orders. In such instances, the procedures in *a* through *h* below will be used. Any supplemental instructions necessary as a result of the specific movement involved will be included in the message directing expeditious passport processing.

a. The project officer will be appointed who will be responsible for processing the passport applications and forwarding them to the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310.

The officer should not be a member of the unit/group concerned since followup actions may be necessary after the unit or individuals have departed.

b. Appropriate applications forms will be completed. When necessary the project code name will be placed in item 2 of DD Form 1056; this code name will be furnished in the Headquarters, Department of the Army message directing expeditious passport processing.

c. Birth evidence will be provided as outlined in chapter 4.

d. The project officer will personally contact officials where the passport applications will be processed and explain that the requirement for the passports is to support a move of personnel in which time is critical and provide other information as necessary. He/she will arrange a procedure with the officials which will include an agreement to enter only the code name specified in Department of the Army message, in item 2 of DD Form 1056 for destination and countries to be visited and that the passport applications will be returned to the project officer instead of the usual procedure of forwarding them to the Department of State. In addition, he/she will present a letter addressed to the appropriate official and signed by the installation or unit commander requesting that due to the urgency involved, the passport applications be returned to the project officer rather than forwarded to the Department of State.

e. Upon receipt of the applications from the officials, the project officer will forward the individual passport applications to USASCAF as expeditiously as possible with a covering letter of transmittal. The applications will be forwarded in groups; however, completed applications will not be delayed just to send complete unit packages. When feasible, applications should be handcarried. All applications will be transmitted so as to reach USASCAF as soon as possible so the personnel readiness date can be met.

f. The letter of transmittal will state that the passport applications are forwarded for processing in support of project (enter assigned code name) and will cite the Department of the Army

message directing expeditious passport processing. In addition to the passport applications, the following will be included:

(1) A legible copy of a roster listing the names of the individuals on the passport applications being forwarded, the organizations to which they are assigned and their itineraries.

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

(3) Required visa documentation if applicable.

g. If the unit/group movement has an advance element, applications for individuals belonging to the advance element will be given priority action over those scheduled for later departure. In such cases, the roster discussed above will

specify those individuals who are assigned to the advance element.

h. If the unit/group being moved obtains replacement personnel, DD Form 1056 will be prepared in accordance with *b* above and issued to such replacement by their home station commanders. In addition, the home station commander concerned will assure that copy 5 of DD Form 1056 is forwarded to USASCAF without delay, and that the replacement personnel have applied for passports prior to their departure to join the unit/group being moved. The passport applications for replacement personnel will be forwarded by the passport agent, deputy clerk of court or clerk of court to Department of State in the usual manner. Upon receipt of passports for replacement personnel, USASCAF will forward these passports to the appropriate project officer for the unit movement.

PASSPORT APPLICATION

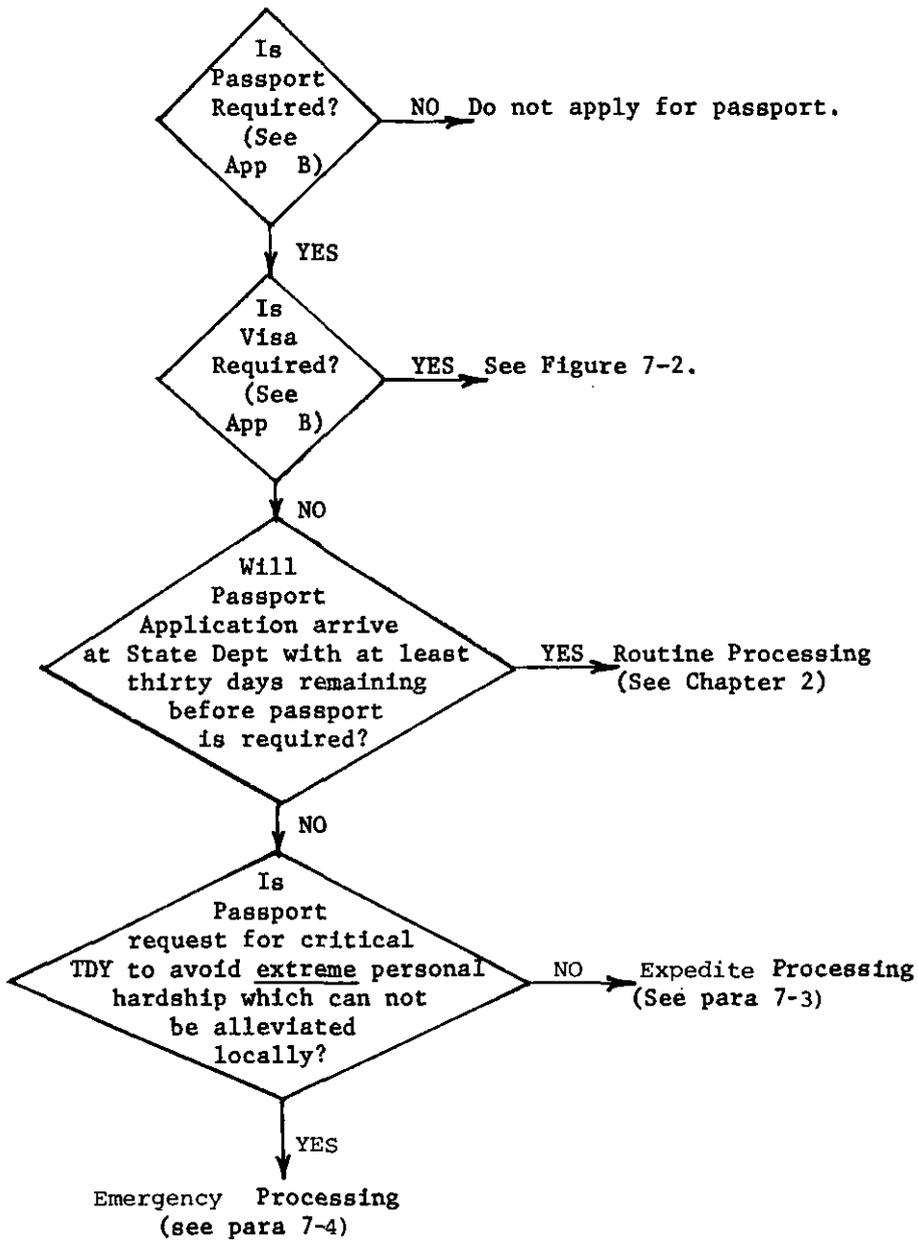


Figure 7-1

PASSPORT/VISA APPLICATION

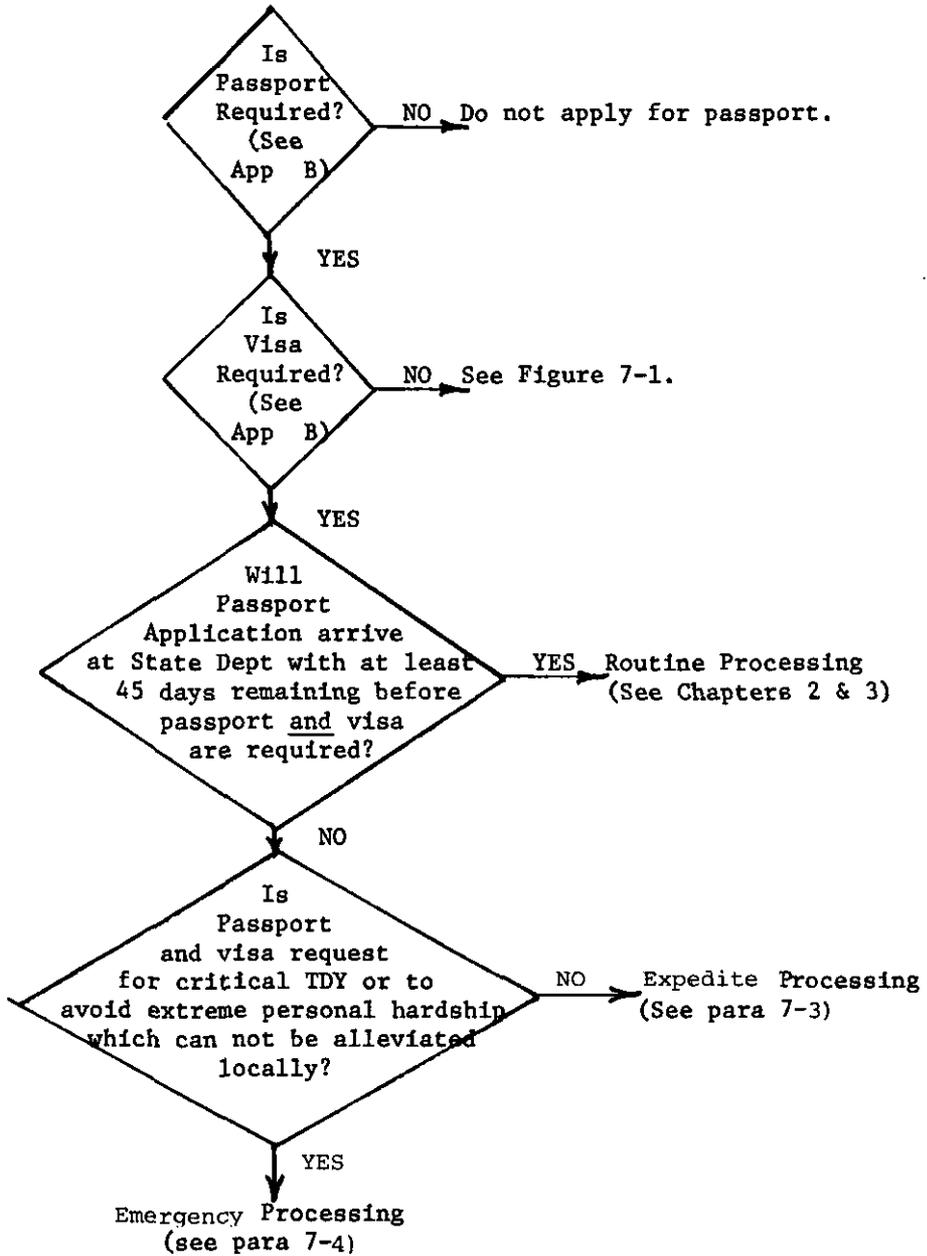


Figure 7-2

CHAPTER 8

INSTALLATION PASSPORT AGENT APPOINTMENT, FUNCTIONS
AND REPORTS

8-1. General. *a.* The term "Installation Passport Agent" refers to persons authorized by the Passport Office, Department of State to accept passport applications.

b. The commander of each Army installation within CONUS will nominate individuals to be appointed as passport agents by the Passport Office, Department of State in a sufficient number to meet needs. As a minimum, two installation passport agents will be appointed at each installation regardless of number of applications processed. Individuals should not be nominated when it is known that they will be unable to remain on the job for at least a year.

c. USASCAF will obtain appointments for a sufficient number of passport agents to accomplish its passport support function or activities in the Pentagon and for completing its service support functions.

8-2. Passport agent selection and appointment. *a.* Installation passport agents will be US citizens in pay grade E-5 or above for military and GS 4 or above for civilian personnel.

b. Request for appointment of installation passport agents is accomplished by letter sent directly to the Passport Office, Department of State, ATTN: PT/FSO, 1425 K Street NW., WASH, DC 20524. Requests will include the names, grades, AUTOVON and commercial telephone numbers and extensions of the individual(s) to be appointed and the monthly average number of individuals processed at the installation who require no-fee passports for official travel. The Passport Office, Department of State will provide a requesting activity with a certificate reflecting the appointment of the selected individual as a "Passport Agent" and instructional material concerning agent duties and passport application processing. Only individuals provided such an appointment are authorized to

perform duties as passport agents and to execute the DSP-11.

c. On reassignment or termination of employment of a designated agent, a letter with the agents Certificate of Designation inclosed, will be forwarded to the Passport Office, Department of State, requesting cancellation. Canceled certificate will be returned to agent as a momento, if requested. A request for cancellation may be included in a request for new agents, if applicable. Personnel are designated as agents at the installation to which currently assigned, and designation is automatically voided on reassignment, separation, etc., however, the activity to which the passport agent is assigned must submit a formal request for cancellation of appointment.

8-3. Passport agent functions. *a.* Agents will become completely familiar with this regulation and the Passport Agents Manual. (See para 1-4d for installation passport agent responsibilities.)

b. Agents accept and process passport applications as prescribed in this regulation and the Passport Agents Manual. Questions on problem cases concerning passport applications which cannot be resolved locally will be referred to the USASCAF Passport Office. Policy questions will be referred to HQDA (DAPC-MSF-RR) Alex VA 22332 (AUTOVON 221-8690). Requests for emergency processing of applications will be coordinated with USASCAF.

c. Installation passport agents are authorized to accept applications for no-fee passports submitted by military and civilian personnel and their dependents who are authorized overseas travel at Government expense. Installation passport agents are not authorized to accept applications for regular (tourist) passports for personal travel (e.g., leave, vacation).

8-4. Semiannual Statistical Report of No-Fee Passport Applications (RSC STATE-1016). *a.*

The Passport Office, Department of State requires installation passport agents to submit semiannual statistical reports which reflect the total number of passport applications executed for each 6-month period. The reports cover periods 1 January through 30 June and 1 July through 31 December, and should be forwarded so they will be received by the Passport Office no later than 15 July and 15 January. Reports will include—

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

(2) Reporting period.

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

(4) Names of currently designated passport agents.

(5) Current AUTOVON and commercial telephone numbers.

b. When agents are located at several locations on a single installation, each office must submit a separate semiannual report. This is necessary to ensure Department of State has all mailing addresses for transmittals.

c. Reports will be submitted directly to the Passport Office, Department of State, ATTN: PT/FSO, 1425 K Street NW, WASH, DC 20524. An information copy will be provided HQDA (DAPC-MSF-RR) Alex VA 22332 and Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT, WASH, DC 20310.

APPENDIX A

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

A-1. When completed, the DD Form 1056 is a certification by the issuing office that the applicant listed on the form is authorized to apply for a no-fee passport. The form is used in lieu of official travel orders, however, the Passport Office, Department of State reserves the right to request travel orders in addition to the DD Form 1056. It is issued to eligible Department of Defense personnel who will be traveling on official business and dependents who are authorized to accompany or join their sponsor on a PCS or TDY assignment, and to dependents proceeding to an approved "designated location" outside US Territories.

A-2. DD Form 1056 will not be issued to Department of Defense personnel or their dependents when traveling for personal reasons, i.e. vacation, leave status.

A-3. The applicant must submit a DD Form 1056—

- a.* With Form DSP-11 when applying for a no-fee passport.
- b.* To obtain visas when passport is in possession (see para 3-2a(4)).
- c.* In conjunction with Form DSP-19 to amend, extend, revalidate, or in any way change the current status of a no-fee passport.
- d.* When requesting withdrawal of a no-fee passport from the files of the Passport Office.

A-4. All entries (except item 16) on the DD Form 1056 must be typed.

A-5. Completion instructions for each item of DD Form 1056 (All dates will be entered with the month written out, e.g. 4 Aug 77)—

- a. Item 1.* Enter the date of five work days before scheduled departure date from current duty station.
- b. Item 2.* Enter the major service component sponsoring the travel. For example: Army, Navy, Air Force, OSD (Office Secretary of Defense), JCS (Joint Chiefs of Staff), or other applicable DOD Agency.
- c. Item 3.* Enter applicant's complete name (include middle name).
- d. Item 4.* Self-explanatory.
- e. Item 5.* List city or county and state if born in US. If born outside US, enter city and country of birth.
- f. Item 6.* Complete if applicant is a dependent, otherwise check block.
- g. Item 7.* Self-explanatory.

h. Item 8. Self-explanatory.

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

j. Item 11.

(1) Enter the name of the country(ies) to which traveling. Indicate stopover countries where passport/visas are required. Do not use APO, name of installation, or city.

(2) In case of "mobility readiness requirements" leave blank.

k. Item 12.

(1) The name of the special assignment or the words "not applicable" must be shown.

(2) If assignment is to Attache, MAAG, JUSMMAT, Offshore Procurement (OSP), Security Assistance Liaison or other special advisory group (for example, CENTO) or any other particular assignment that will govern type and need for a passport, enter such information.

(3) If the position to be occupied is the chief or deputy chief of the special assignment activity, enter this information, name of incumbent if known, and anticipated date of termination of assignment. For dependents of such personnel, enter information on sponsor's assignment as above.

(4) In case of "mobility readiness requirements," enter information provided by Passport Office, Department of State.

l. Item 13. Enter the complete military address to which the passport is to be forwarded. This will be the address of the installation passport agent/central port call office. For DD Form 1056 issued overseas for dependents located in US, enter the installation passport agent/central port call office responsible for unaccompanied dependent travel. It is vitally important that the address indicated be complete and clear.

m. Item 14. Self-explanatory.

n. Item 15. Self-explanatory.

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

p. Item 17. Self-explanatory.

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

A-6. It is mandatory that suspense control data be recorded on the reverse of the DD Form 1056.

APPENDIX B

PASSPORT AND VISA REQUIREMENTS AND OTHER INFORMATION PERTINENT TO OFFICIAL TRAVEL

1. GENERAL

- a. Passport Agents should be aware of the following information which is provided to enable personnel to plan Passport/Visa application processing items.
- b. Prior to application for visa(s), passports for the following countries must be signed by applicant. A minimum of two weeks additional processing time (for mailing from USASCAF to applicant and return to USASCAF) must be allocated.

Argentina	Iran
Australia	Kenya
Bahrain	Kuwait
Burma	Nigeria
Chile	Pakistan
Czechoslovakia	Poland
Hungary	Rumania
Indonesia	USSR

- c. In addition, visa application forms for the following countries must be signed by the applicant. (USASCAF is not authorized to accomplish this).

Benin	Hungary	Poland
Bulgaria	Ivory Coast	Rumania
Burma	Jamaica	Rwanda
Burundi	Japan (alien dep)	Spain (alien dep)
Central African Empire	Jordan	Sri Lanka
Chad	Liberia	Tanzania
China (alien dep)	Malagasy	Turkey (alien dep)
Czechoslovakia	Malawi	USSR
Great Britain (alien dep)	Pakistan	Zaire

2. Item	Passport	Visa	Visa Photos	Supplemental Information
ABU DHAHI				
Military Personnel	Yes	Yes	2	Less than 72 hours visa must be obtained at airport after arriving in country. More than 72 hours visa must be obtained before departure from US. Personnel must furnish exact purpose of trip, length of stay, date of departure from US and date of arrival. Immunization record (cholera, smallpox).
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	

Item	Passport	Visa	Visa Photos	Supplemental Information
ADEN (See Southern Yemen, Peoples Republic of).				
AFGHANISTAN				
Military Personnel	Yes	Yes	5	Applicable to PCS, TDY, and leave. Furnish exact purpose of trip, date of departure from US, date of arrival, length of stay, and official duty title.
Civilian Personnel	Yes	Yes	5	
Dependents	Yes	Yes	5	
ALGERIA				
Military Personnel	Yes	Yes	5*	Applicable to PCS, TDY, and leave. * PCS personnel will require at least 20 additional photographs for use after arrival, which should be retained by the traveler. Five exact applications signed by 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*	
ARGENTINA				
Military Personnel	Yes	Yes	None	Applicable to PCS. Passport only required for TDY and leave. Purpose of visit must be shown in item 17 of DD Form 1056. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, Attn: ANRDT-P by message of any change of address of applicant.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
ASCENSION ISLAND				
Military Personnel	No	No	None	* Exempt of passport requirement unless en route through area requiring passport.
Civilian Personnel	Yes*	No	None	
Dependents	Yes	No	None	
AUSTRALIA				
Military Personnel	No*	No*	None	* Applicable to PCS and TDY if military personnel possesses identification card and copy of movement orders. If travel is TDY, indicate city in which TDY will be performed. Passports and visas required for leave. ** Applicable to PCS and TDY. Civilian personnel on leave require visas. *** Applicable when sponsor is on PCS and TDY. Dependents who enter Australia in connection with sponsor's leave require visas. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P, by message of any change of address of applicant.
Civilian Personnel	Yes	No**	None	
Dependents	Yes	No***	None	
AUSTRIA				
Military Personnel	Yes	Yes	None	Applicable for PCS, TDY, and leave. * Visa required if stay is over 60 days. Alien dependents require visa regardless of length of stay. ** Two photographs are required when visas are procured for alien dependents.
Civilian Personnel	Yes	Yes*	None	
Dependents	Yes	Yes*	None**	
AZORES				
Military Personnel	No	No	None	Applicable to PCS and TDY. Military personnel on leave require passport.

Civilian Personnel	Yes	Yes*	None
Dependents	Yes**	No**	None

* For PCS, visa 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 valid 120 days and single entry.

** Visas not required until 60 days after arrival. Free visas issued upon entrance into Azores.

Visa obtained after arrival in country for 72 hours or less.

BAHRAIN ISLANDS

Military Personnel	Yes	Yes	2
Civilian Personnel	Yes	Yes	2
Dependents	Yes	Yes	2

BELGIUM

Military Personnel	No*	No**	None
Civilian Personnel	Yes	No**	None
Dependents	Yes	No**	None

Applicable to PCS, TDY, and leave.

* Passport required 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." For personnel assigned to US mission to NATO, and their dependents, on DD Form 1056, item 11, enter "Brussels, Belgium" and in item 12, enter "Office of the Defense Advisor, USNATO." For personnel assigned to the NATO Integrated Communications System Management Agency, enter "NICSMA" on DD Form 1056, item 12, enter appropriate military grade (that is, major or above) in item 7 and item 11 should be left blank.

**Visas are not required for US citizens.

BELIZE (formerly British Honduras)

Military Personnel	Yes	Yes	None
Civilian Personnel	Yes	Yes	None
Dependents	Yes	Yes	None

Applicable to PCS. For TDY and leave, passports are not required unless the stay is over 6 months; however, traveler must be US citizen with proof of citizenship.

BENIN, PEOPLES REPUBLIC OF (formerly DAHOMEY)

Military Personnel	Yes	Yes	3
Civilian Personnel	Yes	Yes	3
Dependents	Yes	Yes	3

Applicable 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 Commander, US Army Service Center for Armed Forces, ATTN: ANRDT-P, The Pentagon, Wash DC 20310 for use in obtaining visas.

* Personnel traveling to Benin are authorized issuance of two passport before departing the US if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport application.

BOLIVIA

Military Personnel	Yes	Yes	None
Civilian Personnel	Yes	Yes	None
Dependents	Yes	Yes	None

Applicable to PCS, TDY and leave except visa not required for leave. Visa is not required for personnel in transit status less than 48 hours. If passport has visa, exit permit is mandatory and may be obtained through AMEMB.

Item	Passport	Visa	Visa Photos	Supplemental Information
BOTSWANA				
Military Personnel	Yes	No	None	Applicable to PCS, TDY, and leave. Entry permit required if stay 3 months or over.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
BRAZIL				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave. Official and diplomatic visas are valid for only one entry into Brazil. New visas are required by all personnel for reentry into Brazil regardless of type of visa previously issued.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
BULGARIA				
Military Personnel	Yes	Yes	3*	Applicable to PCS, TDY, and leave. * Photographs must be signed across the bottom. Travelers will furnish copy of invitation, travel plans, arrival and departure date, and exact purpose of visit to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, Wash DC 20310 for use in obtaining visas. Allow 3 to 4 weeks to obtain visa.
Civilian Personnel	Yes	Yes	3*	
Dependents	Yes	Yes	3*	
BURMA, UNION OF				
Military Personnel	Yes	Yes*	4**	Applicable to PCS, TDY, and leave. * Visas are not required for persons who do not leave the airport and who arrive and depart by the same aircraft. Three visa applications must be completed and signed by each applicant. The necessary visa forms must be mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, Wash DC 20310, for completion and return for forwarding to the Embassy of Burma. Burmese Embassy must obtain approval from home government before granting visa to Military Equipment Delivery Teams personnel. This action requires 3 months from time passport and visa forms are received by the Embassy of Burma. Members of MEDT are required 7 photos and 7 forms. Passports must be signed by individuals. Provide purpose of trip, length of stay, date of departure from USA, and date of arrival in Burma. ** Passport and visa photographs for personnel assigned on PCS or TDY with the Military Equipment Delivery Team must be taken in civilian clothes. Photographs must be signed across the bottom. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address to applicant.
Civilian Personnel	Yes	Yes*	4**	
Dependents	Yes	Yes*	4**	
BURUNDI, KINGDOM OF				
Military Personnel	Yes	Yes	2	Applicable to PCS, TDY, and leave. Two visa forms must be signed before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the forwarding to the Embassy of Burundi. Visa forms must be signed by applicant.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
CAMEROON				
				As Embassy must obtain approval for entry of persons into Cameroon

Military PersonnelYes*	Yes	2	from home government, there is 10 to 15 day delay in obtaining visa. * Personnel traveling to Cameroon are authorized issuance of two passports before departing the US if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting application.
Civilian PersonnelYes*	Yes	2	
DependentsYes*	Yes	2	
CENTRAL AFRICAN REPUBLIC			Applicable to PCS, TDY, and leave. Three visa forms must be signed by applicant before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces ATTN: ANRDT-P, The Pentagon, Wash DC 20310 for completion and return. * Photographs must be signed across the bottom.
Military PersonnelYes	Yes	2*	
Civilian PersonnelYes	Yes	2*	
DependentsYes	Yes	2*	
CEYLON (See Sri Lanka)			
CHAD			Applicable to PCS, TDY, and leave. Furnish exact purpose of the trip, date of departure from US, length of stay, marital status, names of children, and whether traveling accompanied or unaccompanied. Visa forms must be signed by applicant.
Military PersonnelYes	Yes	3	
Civilian PersonnelYes	Yes	3	
DependentsYes	Yes	3	
CHILE			Applicable to PCS, TDY, and leave, except that persons entering on leave for 90 days or less do not need visas. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant.
Military PersonnelYes	Yes	None	
Civilian PersonnelYes	Yes	None	
DependentsYes	Yes	None	
COLUMBIA			Applicable to PCS, TDY. For leave, persons may enter Columbia with an identity card.
Military PersonnelYes	Yes	None	
Civilian PersonnelYes	Yes	None	
DependentsYes	Yes	None	
COSTA RICA			Applicable to PCS and TDY. Passports and visas not required for leave if they obtain 30-day tourist card from Costa Rica Consul.
Military PersonnelYes	Yes	None	
Civilian PersonnelYes	Yes	None	
DependentsYes	Yes	None	
CYPRUS			Applicable to PCS, TDY, and leave.
Military PersonnelYes	No	None	
Civilian PersonnelYes	No	None	
DependentsYes	No	None	

Item	Passport	Visa	Visa Photos	Supplemental Information
CZECHOSLOVAKIA				Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. Furnish one completed visa form, copy of invitation exact purpose of trip, date of departure from US, date of arrival, and length of stay. Allow 3 to 4 weeks to obtain visa.
Military Personnel	Yes	Yes	2	
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
DENMARK				Applicable to PCS, TDY, and leave. *Military personnel assigned to Security Assistance Liaison Office and OSP require passports.
Military Personnel	No*	No	None	
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
DOMINICAN REPUBLIC				Applicable to PCS, and TDY, except that military personnel arriving and departing same aircraft do not need passports and visas. In leave status <i>tourist card</i> may be obtained from Dominican Consulate or airline in lieu of passport.
Military Personnel	Yes	Yes	None	
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
ECUADOR				Applicable to PCS and TDY. Tourist cards valid for 3 months may be used in lieu of passports for leave travel.
Military Personnel	Yes	Yes	None	
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
EGYPT				Applicable to PCS, TDY, and leave. Travelers will furnish length of stay, purpose of trip, and date of departure from US to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, Wash DC 20310, for use in obtaining visas.
Military Personnel	Yes	Yes	1	
Civilian Personnel	Yes	Yes	1	
Dependents	Yes	Yes	1	
EL SALVADOR				Applicable 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.
Military Personnel	Yes	Yes	None	
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
ETHIOPIA				Applicable to PCS and TDY. * Entry of "Asmara" of "Massaua," as appropriate must be made on DD Form 1056, item 12. All personnel on leave require passports and visas.
a. ASMARA and MASSAUA:				
Military Personnel	Yes	No*	None	
Civilian Personnel	Yes	No*	None	
Dependents	Yes	No*	None	
b. Other than ASMARA and MASSAUA:				Applicable to PCS, TDY, and leave. * Entry of "MAAG," if appropriate, or "Addis Ababa" must be made
Military Personnel	Yes	Yes*	None**	

Civilian Personnel	Yes	Yes*	None**	on DD Form 1056, item 12.
Dependents	Yes	Yes*	None**	** Four photographs required for foreign nationals. A fee may also be required, depending upon country which issued the foreign passport. If a fee is required, information is furnished the traveler by the Commander, US Army Service Center for the Armed Forces.
FINLAND				Applicable to PCS, TDY, and leave.
Military Personnel	Yes	No	None	
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
FRANCE				Applicable to PCS, TDY, and leave.
Military Personnel	No*	No	None	* Military personnel assigned to Security Assistance Liaison Office require passports.
Civilian Personnel	Yes	No	None	** Visa obtained after arrival in country.
Dependents	Yes	Yes**	None	
DJIBOUTI (formerly French Territory of the Afars and Issas)				Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	None	Travelers will furnish exact purpose of visit, length of stay, date of departure from the US, and date of arrival in country to Commander US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH, DC 20310 for use in obtaining visas. Since Embassy must obtain approval from home government, this action requires 4 to 6 weeks after passport is forwarded.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
GABON				Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	3	Personnel will furnish their marital status, the exact purpose of their trip, length of stay, and up-to-date immunization records to Commander US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310 for use in obtaining visas.
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	
GAMBIA, THE				* Military personnel to be exempt from passport and visa must be in uniform.
Military Personnel	No*	No*	None	** Dependents 16 years and under are exempt from visas.
Civilian Personnel	Yes	No	None	
Dependents	Yes	Yes**	None	
GERMANY				Applicable to PCS, TDY, and leave.
Military Personnel	No*	No	None	* Military personnel assigned to Security Assistance Liaison Office require passports.
Civilian Personnel	Yes	No	None	** Military permit required for entry into Germany is affixed at Department of State.
Dependents	Yes	No**	None	

Item	Passport	Visa	Visa Photos	Supplemental Information
GHANA				
Military Personnel	Yes	Yes	None	Applicable 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 Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, Wash DC 20310 for use in obtaining visas.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
GIBRALTAR				
Military Personnel	Yes	Yes*	None	Applicable to PCS, TDY, and leave. * Visa not required for stay of less than 2 days.
Civilian Personnel	Yes	Yes*	None	
Dependents	Yes	Yes*	None	
GREECE				
Military Personnel	No*	No*	4**	* Military personnel assigned to attache and JUSMAG require passports and visas. Visas are required on official and diplomatic passports. ** Photos are not required for visas but personnel staying over two months are required to obtain Alien Resident Permit or police identity card. Four passport photographs are required with the application; therefore, individuals should keep photos in their possession.
Civilian Personnel	Yes	Yes	4**	
Dependents	Yes	Yes	4**	
GUATEMALA				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
GUINEA-BISSEAU (formerly Portuguese Guinea)				
Military Personnel	Yes	No	None	Applicable to PCS, TDY, and leave. Visas for continental Portugal or for one oversea territory are not valid for another territory. Visas for oversea territories can be issued for multiple entries if justified. Limitations on visas are strictly at discretion of issuing authority.
Civilian Personnel	Yes	No	None	
Dependents	Yes	Yes	None	
GUINEA, REPUBLIC OF				
Military Personnel	Yes	Yes	3	Personnel who do not leave airport are exempt from visas. Personnel will furnish exact purpose of visit and length of stay to Commander US Army Service Center for the Armed Forces, ATTN: ANRDT-P, Wash DC 20310, for use in obtaining visas. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P, by message of any change of address of applicant.
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	
GUYANA				
Military Personnel	Yes	Yes	None	Applicable to PCS. For TDY, passports and visas are not required unless the stay is over 6 months. For leave, passports only are required if the traveler has entered Guyana from the US and possesses a round trip ticket.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
HAITI				
Military Personnel	Yes	Yes	None	Applicable to PCS and TDY, except that military personnel on TDY in uniform, having ID cards and orders, arriving and departing same military aircraft do not need passports and visas. Military personnel on leave entering on commercial aircraft, remaining 1
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	

HONDURAS

Military Personnel	Yes	None
Civilian Personnel	Yes	None
Dependents	Yes	None

HONG KONG

Military Personnel	No	None
Civilian Personnel	Yes*	None
Dependents	Yes*	None

HUNGARY

Military Personnel	Yes	3*
Civilian Personnel	Yes	3*
Dependents	Yes	3*

ICELAND

Military Personnel	No	None
Civilian Personnel	Yes*	1
Dependents	Yes*	1

INDIA

Military Personnel	Yes	None
Civilian Personnel	Yes	None
Dependents	Yes	None

month or less, are issued tourist card 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 in leave status require valid Haitian passport. Exit or entry permit is required before departure.

Applicable to PCS, TDY, and leave, except persons who do not leave airport are exempt from obtaining passports and visas.

Applicable to PCS, TDY, and leave, if military personnel are in uniform with orders.

* Visas are not required for a stay of 30 days or less.

Applicable to PCS, TDY, and leave.

* Personnel will furnish two copies of signed autobiography (including educational background and military schools attended), date of departure from US, 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. Such information must be furnished the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310 for use in obtaining visas. Passports must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. Each applicant must submit two sets of visa application.

Applicable to PCS, TDY, and leave.

* Visas are not required for stays of 4 months or less.

Applicable to PCS, TDY, and leave. Visa not required if personnel do not leave airport.

Passport must be signed prior submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address by applicant. Persons entering India for TDY will furnish to the Commander, USASCAF, for use in obtaining visa: 1. Purpose of visit; 2. Agencies of India Government and name 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 previously, and if so, when. Allow 3 to 4 weeks to obtain visa.

Item	Passport	Visa	Visa Photos	Supplemental Information
INDONESIA				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
IRAN				
Military Personnel	Yes	Yes*	None**	Applicable to PCS, TDY, and leave. * Previously issued passports must have at least one year validity remaining in order to obtain visa. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address by applicant. ** All individuals traveling to Iran on official orders who are over 18 years of age are required to have 25 additional passport size photos. All individuals 18 years and under are required to have 10 additional passport size photos and 10 identification size photos. Photographs are not required for visa but for use after arrival overseas; therefore individuals should keep the photos in their possession.
Civilian Personnel	Yes	Yes*	None**	
Dependents	Yes	Yes*	None**	
ISRAEL				
Military Personnel	Yes*	Yes	None	Applicable to PCS, TDY, and leave. * Personnel traveling to Israel (and Arab countries) are authorized issuance of two passports before departing the US. Two separate DD Forms 1056 should be issued and two separate applications should be submitted. Personnel not leaving airport do not need visas. Furnish length of stay and exact purpose of trip. When assigned to UNTSO only one passport is required. Copy of orders must be submitted with passport application.
Civilian Personnel	Yes*	Yes	None	
Dependents	Yes*	Yes	None	
ITALY				
Military Personnel	No*	No	None	Applicable to PCS, TDY, and leave. * Military personnel assigned to Security Assistance Liaison Office (MAAG) and NATO Defense College, Rome, require passports.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
IVORY COAST				
Military Personnel	Yes	Yes	4	Applicable 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 ages to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, Wash DC 20310, for use in obtaining visas. Furnish length of stay and exact purpose of trip.
Civilian Personnel	Yes	Yes	4	
Dependents	Yes	Yes	4	
IWO JIMA				
Military Personnel	No	No	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
JAMAICA				
				Applicable to PCS and TDY. Personnel on leave need only identification

Military Personnel	Yes	None	cards and orders. US military personnel on R&R from US Navy ships visiting Jamaica need only identification cards and 1 visa application signed by the applicant.
Civilian Personnel	Yes	None	
Dependents	Yes	None	
JAPAN			
Military Personnel	No*	None	* Applicable to PCS, TDY, and leave, except military personnel assigned to or on TDY with MAAG require passports and visas.** Applicable to PCS and TDY, except civilian personnel assigned to or on TDY with MAAG or traveling to Japan on leave require visas.
Civilian Personnel	No**	None	
Dependents	No	None	
JORDAN			
Military Personnel	Yes	1	Applicable to PCS, TDY, and leave. Indicate religious preference on DD Form 1056, item 17. Visa forms must be signed by applicant.
Civilian Personnel	Yes	1	
Dependents	Yes	1	
KENYA			
Military Personnel	Yes	None	Applicable to PCS, TDY, and leave. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. The passport is mailed to the traveler by the Commander, 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 prior to issuance of visa and requires written confirmation from the Department of State that visit has been approved.
Civilian Personnel	Yes	None	
Dependents	Yes	None	
KOREA			
Military Personnel	No*	None	Applicable to PCS, TDY, and leave. * Military personnel assigned to MAAG require passports and visas. ** 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	1**	
Dependents	Yes	1**	
KUWAIT			
Military Personnel	Yes	1	Applicable to PCS, TDY, and leave. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. Visa for Israel will prevent entry into Kuwait.
Civilian Personnel	Yes	1	
Dependents	Yes	1	
LAOS			
Military Personnel	Yes	None	Applicable to PCS, TDY, and leave. Personnel will furnish exact purpose of visit and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas.
Civilian Personnel	Yes	None	
Dependents	Yes	None	
LEBANON			
Military Personnel	Yes	None	Applicable 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 Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas.
Civilian Personnel	Yes	None	
Dependents	Yes	None	

Item	Passport	Visa	Visa Photos	Supplemental Information
LESOTHO				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
LIBERIA				
Military Personnel	Yes	Yes	3	Applicable to PCS, TDY, and leave. Prerequisites to issuance of Liberian visa are three signed visa forms and immunization records showing up-to-date inoculations for smallpox, yellow fever, and typhoid. Immunization records must be submitted to the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, the Pentagon, WASH DC 20310. Personnel not leaving airport do not need visas. Visa forms must be signed by applicant.
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	
LUXEMBOURG				
Military Personnel	No*	No	None	Applicable to PCS, TDY, and leave. * Military personnel assigned to MAAG require passports.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
MALAGASY REPUBLIC				
Military Personnel	Yes	Yes*	3	Applicable to PCS, TDY, and leave. * 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 Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. Two visa forms must be completed by applicant before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, for completion and return. Visa forms must be signed by applicant.
Civilian Personnel	Yes	Yes*	3	
Dependents	Yes	Yes*	3	
MALAWI, REPUBLIC OF				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave. Personnel will furnish exact purpose of visit, departure date, arrival date, and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visa. The necessary form is mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, for completion and return.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
MALAYSIA				
Military Personnel	Yes	Yes*	None	Applicable to PCS, TDY, and leave. * Visa required regardless of length of stay for official and diplomatic passports. Personnel will furnish name of incumbent, departure date, arrival date, place of entry, and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas.
Civilian Personnel	Yes	Yes*	None	
Dependents	Yes	Yes*	None	
MALI, REPUBLIC OF				
Military Personnel	Yes	Yes	2	Applicable to PCS, TDY, and leave. Personnel who do not leave the airport are exempt from visas. Furnish exact purpose of trip, date of departure from US, date of arrival, and length of stay.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	

MALTA

Military PersonnelYes	Yes*	None
Civilian PersonnelYes	Yes*	None
DependentsYes	Yes*	None

Applicable to PCS, TDY, and leave. ID Card and orders required.

* Visa is not required for stay of less than 3 months. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USAS-CAF, ATTN: ANRDT-P by message of any change of address. Two visa forms must be submitted. There is a visa fee of \$1.92 for US citizens, and \$2.88 for non-US citizens. Since visa must be approved by home Government, allow 4 to 6 weeks for issuance of visa.

MEXICO

Military PersonnelYes*	Yes*	None
Civilian PersonnelYes*	Yes**	None
DependentsYes*	Yes**	None

* Passports and visas are not required for stays of 29 days or less on presentation of 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 individuals entering country on leave, in transit, or for educational purposes, if tourist card is obtained from Mexican Consulate, border immigration officials, or airline offices.

** When visas are required, individual will furnish following information to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310; sex; marital status; place of birth (city and state); destination in Mexico; inclusive dates of period of visit; date of departure from US; mode of travel (if travel is via commercial aircraft, give name of airline and flight number, if known); and purpose of visit.

MOROCCO

Military PersonnelYes	No	None
Civilian PersonnelYes	No	None
DependentsYes	No*	None

Applicable to PCS, TDY, and leave.

* Alien dependents require visa.

MOZAMBIQUE

Military PersonnelYes*	Yes	None
Civilian PersonnelYes*	Yes	None
DependentsYes*	Yes	None

Applicable to PCS, TDY, and leave.

Personnel will furnish exact purpose of visit, departure date, arrival date and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. Allow 3 to 6 weeks to obtain visas. Visas for continental Portugal or for one overseas territory are not valid for another territory. Visas for oversea territories can be issued for multiple entries if justified.

Limitations on visas are strictly at the discretion of the issuing authority.

* Personnel traveling to Mozambique are authorized issuance of two passports before departing the US if they are also traveling to Benin, Cameroon, Nigeria, Tanzania, or Zambia. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport applications.

NEPAL

Military PersonnelYes	Yes	None
Civilian PersonnelYes	Yes	None
DependentsYes	Yes	None

Applicable to PCS, TDY, and leave.

Following information is required in item 17 of DD Form 1056: purpose of trip, date of departure from US, and date of entry into Nepal.

Item	Passport	Visa	Visa Photos	Supplemental Information
NETHERLANDS				
Military Personnel	No*	No	None	Applicable to PCS, TDY, and leave. * Military personnel assigned to Security Assistance Liaison Office and Off Shore Procurement require passports.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
NEW ZEALAND				
Military Personnel	Yes	Yes*	None	Applicable to PCS, TDY, and leave. * Visa is not required for military or civilian personnel or dependents if stay is 30 days or less. ** Civilian personnel participating in operation "Deep Freeze" are exempt from passport and visa requirement if they possess identity card and copy of movements orders, and travel via US military transportation. Personnel not leaving airport are exempt from visa requirement.
Civilian Personnel	Yes**	Yes**	None	
Dependents	Yes	Yes	None	
NICARAGUA				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave. Personnel not leaving airport are exempt from visa requirement.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
NIGER				
Military Personnel	Yes	Yes	2	Applicable to PCS, TDY, and leave. The embassy of Niger requires the following information prior to issuance of visas: length of stay, reason for journey, date of departure from US, date of arrival in country. This information must be furnished to the Commander, US Army Service Center for Armed Forces, ATTN: ANRDT-P, WASH DC 20310, together with immunization records.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
NIGERIA, REPUBLIC OF				
Military Personnel	Yes*	Yes	3	Military personnel staying less than 24 hours are exempt from passport requirement. Personnel will furnish exact purpose of trip, departure date, arrival, date, and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. Passports must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify, Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. * Personnel traveling to Nigeria are authorized issuance of two passports before departing US if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport application.
Civilian Personnel	Yes*	Yes	3	
Dependents	Yes*	Yes	3	
NORWAY				
Military Personnel	No	No	None	Applicable to PCS, TDY, and leave if in possession of ID card and orders.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
OKINAWA				
Passport and visa requirements for entry into Okinawa are the same as for Japan.				
OMAN				
Exact purpose of trip, length of stay, date of departure from US, and date				

Military Personnel	Yes	2	of arrival. Immunization record (smallpox, cholera, yellow fever, typhoid). Allow 3 days for obtaining visa (in some instances approval must be obtained from Government before visa can be issued, this could take several weeks).
Civilian Personnel	Yes	2	
Dependents	Yes	2	
 PAKISTAN			
Military Personnel	Yes	None	Applicable to PCS, TDY, and leave. Passport must be signed prior to submitting to Embassy for visa. Visa forms must be signed by applicant. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address by applicant. Also must include exact purpose of travel, date of departure from US, 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	None	
Dependents	Yes	None	
 PANAMA CANAL ZONE			
Military Personnel	No	None	Passports and visas not required by military and civilian personnel PCS or TDY in the Canal Zone, nor by their dependents who reside with them in the Panama Canal Zone, except: a. Military personnel assigned to the 79th Army Band require passports. Entry "79th Army Band" must be made in Item 12, DD Form 1056. b. Military personnel assigned to SAF, 3d SF Bn, 7th SFG (Abn) 1st SF require passports. Item 11 of DD Form 1056 must be left blank; entry "SAF 3d SF Bn, 7th SFG (Abn), 1st SF" must be made in Item 12, DD Form 1056. c. Dependents of military personnel and civilian employees and their dependents who are assigned to Panama Canal Zone, but are authorized to temporarily reside in the Republic of Panama pending availability of government quarters require passports and Resident Permit. Resident Permit to be obtained by civilian members and command sponsored dependents after arrival in the Panama Canal Zone. DD Form 1056, Item 11 indicate "Canal Zone", Item 12 indicate residency in Republic of Panama; Item 17 indicate "Dependent required to reside in Republic of Panama pending availability of government quarters." These personnel must obtain the following prior to departure from CONUS: (1) Passport. (do not use passport for entrance, present military orders only to immigration officials) (2) Notarized certificate of good conduct from police authorities for all persons over 16 years of age. (3) International certificate of vaccination. *(4) Four photographs of each individual. **Military personnel and civilian employees, and their dependents authorized to proceed to the Panama Canal Zone by POV must apply for official passports. All personnel issued official or diplomatic passports driving to and from Panama Canal Zone must have valid visas for all countries to be transited.
Civilian Personnel	No	None*	
Dependents	No	None*	

Item	Passport	Visa	Visa Photos	Supplemental Information
PANAMA, REPUBLIC OF				
Military Personnel	Yes*	Yes**	None	* Applicable to PCS and TDY. Entry in Item 12 of DD Form 1056 must indicate assignment is to the US Army Element, US Military Group, Republic of Panama. Military personnel who are assigned to the Panama Canal Zone with residence in the Republic of Panama do not require passports (see Panama Canal Zone). ** Not applicable to military personnel who remain less than 6 hours and do not leave airport. ***Dependents of military personnel and civilian employees and their dependents who are assigned to the Panama Canal Zone, but are authorized to temporarily reside in the Republic of Panama pending availability of government quarters, see para c (Panama Canal Zone). Persons on leave do not need passports if they obtain tourist card for entry into the Republic of Panama.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes***	Yes***	None	
PAPUA NEW GUINEA				
Military Personnel	Yes	No	None	Applicable to PCS and TDY. Visa application must be signed by applicant.
Civilian Personnel	Yes	Yes	1	
Dependents	Yes	Yes	1	
PARAGUAY				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
PERU				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
PHILIPPINES, REPUBLIC OF				
Military Personnel	No*	No*	None	* Military personnel assigned to or on TDY with JUSMAG require passports and visas. Military personnel entering commercially and traveling in civilian clothing need passport and orders. All military personnel and dependents entering Philippines thru US bases for the purpose of ordinary leave must present passport and unrestricted visa. (A restricted visa is stamped with the notation "not valid for entry thru US military bases.") Unrestricted visas are not normally issued by the Philippine Government to persons proceeding to the Philippines in ordinary leave status. Persons in ordinary leave status entering the Philippines as tourists may enter at Manila International for a period of 21 days without passport or visa, if leave orders specify Philippines as place of leave. ** The Philippine Government requires the mother's maiden name, father's name, and a statement as to whether the applicant has or has not previously been denied a Philippine visa. This information will be forwarded to the Commander, US Army Service Center for the Armed Forces,
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes**	2	

ATTN: ANRDT-P, The Pentagon, WASH DC 20310, when the applicant applies for a passport for official travel.

POLAND		
Military Personnel	Yes	6*
Civilian Personnel	Yes	6*
Dependents	Yes	6*

Applicable to PCS, TDY, and leave.

* Two photographs required for entry visa, 4 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, duration of stay, official title, and next of kin by name, address and relation, for use in obtaining visas. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P, by message of any change of address by applicant.

PORTUGAL		
Military Personnel	Yes*	None
Civilian Personnel	Yes**	None
Dependents	Yes**	None

* Applicable to PCS and TDY, except that NATO personnel may enter Portugal without passports and visas if travel orders state personnel traveling on NATO business and they possess ID cards.

** Applicable to PCS. Civilian personnel and dependents on TDY and leave may enter Portugal without visas for a period not to exceed 60 days. Individuals must possess orders and ID cards. Visa required for all MAAG personnel.

QATAR		
Military Personnel	Yes	2
Civilian Personnel	Yes	2
Dependents	Yes	2

Purpose of trip, length of stay, date of departure from US, date of arrival.

RHODESIA		
Military Personnel	—	—
Civilian Personnel	—	—
Dependents	—	—

Refer to Foreign Clearance Guide and contact the Department of State desk for Rhodesia for information prior to submitting passport application.

RUMANIA		
Military Personnel	Yes	4*
Civilian Personnel	Yes	4*
Dependents	Yes	4*

Applicable to PCS, TDY, and leave.

* 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 date, length of stay and exact purpose of visit, to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310 for use in obtaining visas. Three visa forms must be completed and returned by applicant. Passport must be signed prior submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant.

Item	Passport	Visa	Visa Photos	Supplemental Information
RWANDA, REPUBLIC OF				
Military Personnel	Yes	Yes	3	Applicable to PCS, TDY, and leave. Three visa forms must be signed before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for completion and return for forwarding to the Embassy of Rwanda. Up-to-date immunization records must be submitted to the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P for use in obtaining visas.
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	
SAUDI ARABIA				
Military Personnel	Yes	Yes	1*	Applicable to PCS, TDY, and leave. * 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" and show individual in uniform, and eight photographs will be size 2" by 2" and show name and service number, eight photographs will be size 2" by 2" and show individual in civilian clothes. Religious preference will be indicated in remarks section of DD Form 1056. Up-to-date immunization records must be submitted to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. Entry visas for Saudi Arabia have a 90-day limitation. Item 17, DD Form 1056 should show travel month to assist in processing visa application within correct time frame. Visa in passport for Israel will prevent entry into Kuwait.
Civilian Personnel	Yes	Yes	1*	
Dependents	Yes	Yes	1*	
SENAGAL, REPUBLIC OF				
Military Personnel	Yes	Yes	2	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
SEYCHELLES				
Military Personnel	Yes	Yes*	None	Applicable to PCS, TDY, and leave. * Visa not required for stay of 3 months or less. Transit visa required for Kenya. Passport must be signed prior to submitting to Embassy for visa. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant.
Civilian Personnel	Yes	Yes*	None	
Dependents	Yes	Yes*	None	
SIERRA LEONE				
Military Personnel	Yes	Yes	3*	Military personnel not leaving airport are exempt from the passport requirement. * Photographs must be signed across the bottom. Purpose of trip, length of stay, date of departure from US and date of arrival for Sierra Leone required.
Civilian Personnel	Yes	Yes	3*	
Dependents	Yes	Yes	3*	
SINGAPORE				
				* Applicable to PCS, TDY, and leave.

Military PersonnelYes*	No	None	Military personnel on TDY exempt from passport requirement if arrival on military aircraft. ** Dependents visa required if staying more than 3 months; however, visa is obtained after arrival in Singapore.
Civilian PersonnelYes	No	2	
DependentsYes	Yes**	2	
SOMALIA REPUBLIC			Applicable to PCS, TDY, and leave. Persons traveling to Somalia Republic will furnish immunization records (cholera), mothers maiden name, father's name, exact purpose of visit, departure and arrival dates, and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas. Embassy must obtain approval for entry of persons from home Government.
Military PersonnelYes	Yes	2	
Civilian PersonnelYes	Yes	2	
DependentsYes	Yes	2	
SOUTH AFRICA			Applicable to PCS, TDY, and leave. Personnel will furnish exact purpose of trip to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas. Personnel not leaving airport are exempt from visa requirements. * Personnel traveling to South Africa are authorized issuance of two passports before departing the US if they are also traveling to Benin, Cameroon, Nigeria, Tanzania, or Zambia. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport application.
Military PersonnelYes*	Yes	None	
Civilian PersonnelYes*	Yes	None	
DependentsYes*	Yes	None	
SOUTHERN YEMEN, PEOPLES REPUBLIC OF			Applicable to PCS, TDY, and leave. Provide purpose of trip, length of stay, date of departure from US, date of arrival. VIP's (general officers, GS-16 and above, and key appointed officials) traveling to Yemen must submit autobiography, including educational background, positions held (past and present), place of birth, age, and present activities. If clarification is required contact USASCAF.
Military PersonnelYes	Yes	3	
Civilian PersonnelYes	Yes	3	
DependentsYes	Yes	3	
SOUTHWEST AFRICA			Applicable to PCS, TDY, and leave. Personnel will furnish departure and arrival dates, length of stay, mode of travel, and exact purpose of visit to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas. * Visa not required for British subjects.
Military PersonnelYes	Yes*	None	
Civilian PersonnelYes	Yes*	None	
DependentsYes	Yes*	None	

Item	Passport	Visa	Visa Photos	Supplemental Information
SPAIN				
Military Personnel	No*	No**	None	* Military personnel assigned to MAAG require passports and visas. Other US Military Personnel may enter Spain without passports provided they have Department of Defense Identification cards and either TDY, TAD, PCS or leave orders with the following statement published in their orders; "La persona mencionada en estos documentos ha sido autorizada por el comandante de la unidad a la que pertenece para desplazarse a Espana." ** US attaches, US Diplomats, US 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. *** Dependents, US Civil Service employees and others who hold regular passports do not need visas or orders.
Civilian Personnel	Yes	Yes**	None	
Dependents	Yes	No***	None	
SRI LANKA				
Military Personnel	Yes	Yes	2	Applicable to PCS, TDY, and leave. Two visa forms must be signed by applicant before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for completion and return. Provide purpose of trip, length of stay, date of departure from US, and date of arrival.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
SUDAN				
Military Personnel	Yes	Yes	2	Purpose of visit, date of departure from US, date of arrival in Sudan must be submitted to the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, in order to obtain visa.
Civilian Personnel	Yes	Yes	2	
Dependents	Yes	Yes	2	
SWAZILAND				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
SWEDEN				
Military Personnel	Yes	No	None	Applicable to PCS, TDY and leave.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
SWITZERLAND				
Military Personnel	No	No	None	Applicable to PCS, TDY, and leave. Must possess ID cards and orders when exempt.
Civilian Personnel	Yes	No	None	
Dependents	Yes	No	None	
SYRIAN ARAB REPUBLIC				
Military Personnel	Yes	Yes	3	Provide purpose of trip, length of stay, date of departure from US and date of arrival to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC
Civilian Personnel	Yes	Yes	3	

Dependents	Yes	Yes	3	20310, for obtaining visa. Visa in passport for Israel will prevent entry into Syria (except when assigned to UNTSO).
TAHITI				
Military Personnel	Yes	Yes*	2	Personnel must furnish departure and arrival date, and length of stay to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. Visa forms must be signed by applicant. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces. * Visa not required for stay of 10 days or less.
Civilian Personnel	Yes	Yes*	2	
Dependents	Yes	Yes*	2	
TAIWAN				
Military Personnel	No*	No*	None	Applicable to PCS and TDY. All persons on leave require passports and visas. * Military personnel assigned to the Military Assistance Program Mission require passports and visas. If traveling commercially, passport is required. If travel is to be performed by commercial air enter on DD Form 1056, Item 17 name of airline, flight number, date and place of departure. ** Grades GS-16 and above will furnish official title, date of entry, country from which arriving, name of airline, and time of arrival to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for use in obtaining visas. *** Alien dependents require three photographs. Military and civilian personnel and dependents transiting Taiwan who do not leave airport are exempt passports and visas for Taiwan, if they possess passports and visas, as required, for final destination.
Civilian Personnel	Yes	Yes**	None	
Dependents	Yes	Yes	None***	
TANZANIA				
Military Personnel	Yes*	Yes	2	Applicable to PCS, TDY, and leave. Two visa forms must be signed before obtaining visa. The necessary forms are mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for completion and return. Obtaining visa takes approximately 2 weeks. Passports and visas are not required if stay does not exceed 48 hours, if departure is by same means of entry, and possess ID cards and orders. * Personnel traveling to Tanzania are authorized issuance of two passports before departing the US if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport application.
Civilian Personnel	Yes*	Yes	2	
Dependents	Yes*	Yes	2	
THAILAND				
Military Personnel	Yes	Yes	3*	* Photographs are required in Thailand; therefore they should be retained by traveler. Military and civilian personnel and dependents assigned to JUSMAG require eight passport photographs and six identification card-type photographs after arrival in Thailand.
Civilian Personnel	Yes	Yes	3*	
Dependents	Yes	Yes	3*	

Item	Passport	Visa	Visa Photos	Supplemental Information
TOGO				
Military Personnel	Yes	Yes	3	Applicable to PCS, TDY, and leave. Up-to-date immunization records must be submitted to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas.
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	
TUNISIA				
Military Personnel	Yes	No*	5	Applicable to PCS, TDY, and leave. * 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 to Tunisia.
Civilian Personnel	Yes	No*	5	
Dependents	Yes	No*	5	
TURKEY				
Military Personnel	No*	No*	10**	Applicable to PCS, TDY, and leave. * Passports and visas required for JUSMMAT and CENTO personnel. ** Photographs are not required for visa but are for use after arrival overseas, therefore, individual should keep the photographs and the photograph negative in their possession. *** Visa is not required for a stay of 3 months or less. Alien dependents apply to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, The Pentagon, WASH DC 20310, for visas. Requires one visa form, 3 photographs, orders, and money order for \$9.90 payable to the Turkish Embassy.
Civilian Personnel	Yes	No	10**	
Dependents	Yes	No***	10**	
UGANDA				
Military Personnel	Yes	Yes	None	Applicable to PCS, TDY, and leave. Personnel will furnish exact purpose of visit, length of stay, date of departure from US, and date of arrival to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas. Visa forms must be signed by applicant. The necessary form is mailed to the traveler by Commander, USASCAF.
Civilian Personnel	Yes	Yes	None	
Dependents	Yes	Yes	None	
UNION OF SOVIET SOCIALIST REPUBLICS				
Military Personnel	Yes	Yes	3	Applicable to PCS, TDY, and leave. Personnel will furnish exact purpose of visit, length of stay, arrival and departure dates, place of arrival and departure from Russia, copy of invitation and copy of orders to Commander, US Army Service Center for the Armed Forces, ATTN: ANRDT-P, WASH DC 20310, for use in obtaining visas. Passport must be signed prior to submitting to Embassy for visa. Visa forms must be signed by applicant. In order that signature may be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P by message of any change of address of applicant. The passport and visa form is mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, for completion and return. Personnel who will not be staying at the American Embassy after
Civilian Personnel	Yes	Yes	3	
Dependents	Yes	Yes	3	

			arrival in USSR must also furnish a copy of prepaid voucher showing confirmation of, and advance payment for, hotel accommodations.
UNITED KINGDOM			Applicable to PCS, TDY, and leave
Military Personnel	No*	No	* Military personnel assigned to MAAG require passports.
Civilian Personnel	Yes	No	
Dependents	Yes	No	
UPPER VOLTA			Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	2
Civilian Personnel	Yes	Yes	2
Dependents	Yes	Yes	2
URUGUAY			Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	None
Civilian Personnel	Yes	Yes	None
Dependents	Yes	Yes	None
VENEZUELA			Applicable to PCS and TDY. Persons on leave may remain up to 30 days without passport if in possession of tourist card. Exempt from visas in transit less than 48 hours or not leaving airport.
Military Personnel	Yes	Yes	None
Civilian Personnel	Yes	Yes	None
Dependents	Yes	Yes	None
YUGOSLAVIA			Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	None
Civilian Personnel	Yes	Yes	None
Dependents	Yes	Yes	None
ZAIRE			Applicable to PCS, TDY, and leave.
Military Personnel	Yes	Yes	1
Civilian Personnel	Yes	Yes	1
Dependents	Yes	Yes	1
			The visa form is mailed to the traveler by the Commander, US Army Service Center for the Armed Forces, for signature and return. Passport must be signed prior to submitting to Embassy for visa. In order that signature be obtained with least possible delay, notify Commander, USASCAF, ATTN: ANRDT-P, by message of any change of address of applicant.
ZAMBIA			Applicable to PCS, TDY, and leave.
Military Personnel	Yes*	Yes	1
Civilian Personnel	Yes*	Yes	1
Dependents	Yes*	Yes	1
			* Personnel traveling to Zambia are authorized issuance of two passports before departing the US if they are also traveling to Mozambique, Rhodesia, or South Africa. Due to frequent changes in travel requirements, recommend contacting the State Department Passport Office or USASCAF prior to submitting passport application.

APPENDIX C

PHOTOGRAPHS

C-1. Passport photographs. Applicant must submit, with the passport application, two identical passport photographs taken within six months of the application date. Photographs will be accepted only at the time the application is executed. For additional details concerning passport photographs, see the Passport Agent's Manual.

a. Photographs must not be smaller than 2½ inches x 2½ inches, or larger than 3 inches x 3 inches.

b. Passport photographs may be in either color or black and white. The photograph must be a good likeness and satisfactorily identify the applicant.

c. A pleasant natural pose is recommended. The photographs must be clear, front-view, full-face, with a light, plain background. They should be portrait-type prints, including no more than the applicant's head and shoulders or upper torso.

d. A passport photograph serves to identify 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. The Passport Office, Department of State may require a medical certificate to support the wearing of such glasses in passport photographs.

e. 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 proceeding abroad in the discharge 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. The Army Green uniform may be worn with the coat removed when photographed to give the appearance of civilian cloth-

ing. Other uniforms, work clothing, T-shirts, and multicolored sport shirts are unacceptable.

f. Photographs must be capable of withstanding mounting temperatures of over 200 degrees Fahrenheit.

g. Photographs must be printed on thin paper in order 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 such that the front layer of the photograph may easily be separated from the back layer, will not be accepted.

h. All Polaroid Polacolor II films are acceptable for passport photographs, provided the photographs meet the criteria listed above. SX-70 and black-and-white Polaroid prints are not acceptable. Most vending machine photographs are not able to withstand the mounting temperatures and/or will not adhere properly to the passport page. Therefore, they are not acceptable for use in passports. Newspaper and magazine prints are not acceptable.

i. Although a matte- or dull-finished photograph is highly preferred, shiny or glossy prints may be accepted provided that the signature ink will adhere to the surface of the photograph. 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 on the front, along the left margin, without marring the features. The agent may find it helpful to rub a pencil eraser lightly along the left margin of the photograph if the ink will not adhere properly. The signatures on the photographs must agree with the signature on



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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 photograph to application. One of the photographs submitted shall be attached to the application in the space provided with four staples, one in each corner. The other photograph shall be attached to the application along with other documents. Agents should be careful not to impress their seal or stamp on either photograph.

C-4. Aid to passport photographers. Agents should assist and encourage passport photographers in their endeavor to print acceptable

passport photographs. Agents may feel free to inform photographers of the contents of this section, or to refer photographers' questions to the nearest passport issuing office for answer. Upon request, the Passport Office will provide copies of the Information Circular M-305, "Passport Photographs," to agents or photographers.

C-5. Visa photographs. *a.* Travelers to some countries will be required to submit additional photographs for visa purposes (see app B). When required, additional photographs must be attached to copy 5 of the DD Form 1056 and forwarded to USASCAF as prescribed in paragraph 2-6.

b. Photographs for visas will conform to the specifications outlined in paragraph C-1 above.

c. For ease in identification of photographs by processing personnel, each individual's name will be printed on the reverse of each photograph required for visas.

1 November 1977

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

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
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