

**Army Regulation 600-290**

**Personnel—General**

# **Passports and Visas**

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**Headquarters  
Department of the Army  
Washington, DC  
24 April 1985**

### What is this?

You have just opened AR 600-290 with a new Change 1 already posted. This regulation has all of the information contained in the standard version and plus the advantage that you can recognize changes instantly because the old material has been struck through and the new material has been underscored. See the UPDATE change highlighting page, located just after the Summary of Change page, for complete information on the different methods of showing what material in this regulation has been changed.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply UPDATE handbook already in use in supply rooms throughout the Army. In all instances, users will not be asked to post changes. You will always receive a fresh, up-to-date "posted" copy to make your job easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- Summary of Change. The summary tells you how the contents of this publication have changed since the previous edition. You will probably find it beneficial to read the Summary first, before using the publication.

- Subscription Card. Look for the subscription card -- it is extremely important. You should use it to let us know exactly how many copies of this UPDATE publication your unit needs. It is a two-part card -- you must complete part one and route it to your publications clerk. The publications clerk must then complete part two by consolidating your unit's total requirements. If you return your subscription card right away, you will receive the quantity you request of the next updated issue.

The Editors

S/S by DOD 1000, 21 - R, dtd Aug 1993

# SUMMARY of CHANGE

AR 600-290

Passports and Visas

This new Change 1 corrects a paragraph title (para 5-1). Changes the reporting period of RCS State-1016 (RI) report (para 6-3a), and changes the format for requesting a birth certificate (fig 5-1). It also corrects office symbols and ZIP Codes and makes minor editorial changes.

## UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

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### UPDATE Cancel and Underscore Technique

1.

Text as it appeared in the last UPDATE issue:

The quick brown fox jumped over the lazy dog.

2.

Change text as it appears in this UPDATE issue:

The quick ~~brown~~ gray fox jumped ~~over~~ on the lazy dog.

3.

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The quick gray fox jumped on the lazy dog.

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#### Chapter 4 Hours of Duty

##### Section I General

###### 4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

###### 4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

#### Chapter 4 Alcoholic Beverages

##### Section I Introduction

###### 4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

###### 4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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b. International treaties and agreements as they pertain to alcoholic beverages overseas.

**Distribution:** Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 382 or 385 of the subscriber's DA Form 12-9A. AR 600-290 distribution is B for Active Army, D for ARNG and USAR.

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**Editorial Comments:** This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

**Placement of Tables, Figures, Appendixes, and "R" Forms:**

• Full-page tables, figures and appendixes (in that order) in UPDATE publications are located after the last chapter of the publication. Less

than full-page tables and figures will be placed nearest the first cited reference in the publication.

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- The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

• AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

• The rules for procuring printing differs from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

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DA FORM 12-73 (REV. 5-57)

Effective 15 July 1984

Personnel—General

Passports and Visas

The original of this regulation was first published on 15 June 1984.

This UPDATE publishes a new Change 1 that is effective 24 April 1985. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

Official:

DONALD J. DELANDRO  
Brigadier General, United States Army  
The Adjutant General

**Summary.** This regulation governs applying for and administering passports and visas for official travel.

**Applicability.** This regulation applies to Department of the Army (DA) civilians; Active Army, Army Reserve, and National Guard personnel who are serving in an active Federal status; DA military and civilian personnel and their family members traveling under the authority of Joint Travel Regulations (vols. 1 and 2); members of the Army National Guard and Army Reserve when on active duty or active duty for training; and other users of Army passport and visa services, such as Department of Defense Joint Staff activities located in the National Capitol Region and the US Air Force. (Air Force passport procedures are in AFR 30-4.)

**Impact on New Manning System.** This regulation has a direct impact on the New Manning System (specifically Cohesion, Operational Readiness and Training (COHORT)). Agencies responsible for processing passport and visa applications for personnel assigned to deploying COHORT units should process all applications for soldiers and family members simultaneously and at one centralized location. This will insure that the units have completed processing and will reduce the burden on the units and individuals by insuring that passport and visa requirements are completed before units are predeployed.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQDA(DAPC-EPS-MT), ALEX VA 2233+22331-0400.

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

**Suggested improvements.** The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-EPS-MT), ALEX VA 2233+22331-0400.

**Distribution.** Active Army: B; ARNG and USAR: D.

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**Glossary**

## Chapter 1 Introduction

### 1-1. Purpose

a. This regulation establishes Army policies and procedures governing—

(1) Application for and issue of passports and visas for official travel.

(2) Administration of the Army's passport program.

b. This regulation does not contain all the information required to process passports and visas. This regulation must be used with the Department of State Passport Agent's Manual and the US Air Force Foreign Clearance Guide (FCG).

### 1-2. References

Required and related publications are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. Commander, US Army Military Personnel Center (Cdr, MILPERCEN), is the DA Staff supervisor of the Army passport and visa program. This responsibility includes formulating policies and procedures.

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

(1) Providing nationwide passport and visa support (other than those submitted under regional procedures (chap 6)) for official travel of—

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

(b) Military and civilian personnel (and family members) assigned to the Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), and joint-service activities located in the National Capital Region (NCR).

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

(3) Coordinating policy and procedural matters with—

(a) The Passport Office, Department of State.

(b) Foreign embassies.

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

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

(a) Process passports and visas.

(b) Coordinate technical requirements.

(c) Process priority cases.

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

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

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

(8) Providing aid to alien family members of US service members in obtaining visas for Government-sponsored travel.

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

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

(11) Providing information on the status of passport and visa applications (para 2-11).

c. Regional passport office personnel will process all no-fee passport applications not requiring visas as authorized (para 6-1).

d. Commanders of major Army commands or unified commands overseas will establish procedures for obtaining passports and visas for official travel. At their discretion, they may also aid personnel in obtaining personal or tourist passports.

e. Installation and activity commanders will—

(1) Designate individuals as passport agents to be responsible for administering all passport and visa operations. In the United States and Puerto Rico, passport agents are nominated by the command and appointed by the Passport Office, Department of State (chap 6).

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

(a) Port call delays.

(b) Adverse effects on mission accomplishment.

(c) Personal hardship to service members and their family members.

(3) Encourage DA civilian and military personnel and family members to routinely acquire and keep proper birth and citizenship evidence.

(4) Insure that appointed passport agents are trained. ~~In the United States and Puerto Rico, passport agents are nominated by the command and appointed by the passport office (chap 6).~~

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

(6) Insure that a designated person reviews DD Form 1056 to see that they are accurately completed, processed, and properly authenticated. (App B contains instructions for completing DD Form 1056.)

f. Passport agents will comply with this regulation, the Department of State Passport Agent's Manual, and applicable parts of the FCG.

g. The DD Form 1056 issuing authority (para 1-4e(5)) will—

(1) Provide the applicant with DSP Form 11 (Passport Application), and direct

applicants to the proper passport agent for completing and processing applications.

(2) Advise applicants of passport and visa requirements for official travel, photograph requirements for passports, and US citizenship evidence requirements for passports.

(3) Advise civilian applicants that most countries require an entry in the passport stating the traveler's status. No-fee passports meet this requirement (para 1-5e). Regular fee passports cannot be converted to no-fee status. Some countries may deny entry if a traveler's passport does not state the true travel status.

### 1-5. Validity and use of passports

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

b. A passport is valid only when signed by or for the bearer (normally by the non-military family member) in the proper space.

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

d. Unless specifically limited to a shorter period, no-fee passports are valid for 5 years from their date of issue. Tourist (fee) passports are valid for 10 years.

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

f. Service members and family members with no-fee passports who are on assignment outside the United States normally do not need to obtain regular passports for incidental personal travel. But the personal travel must be such that use of the passport is not questioned by the foreign government concerned. If the foreign government does not accept the no-fee passport for personal travel, the service member or family members must obtain regular fee passports at personal expense. The traveler is responsible for, and must obtain, visas needed for personal travel. Personal checks submitted by passport applicants must show not only the preprinted or printed name of the passport applicant, but also his or her date of birth. If the check is drawn by someone other than the applicant, the passport applicant's name and date of birth must be noted on the check.

(Note: Personal checks are not accepted for passport payments in all countries. Check local policy before tendering a personal check.)

### 1-6. Service members and alien family members

a. Service members and family members who are citizens of countries other than the

United States must have a current passport at all times.

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

c. Alien family members should work with the US Immigration and Naturalization Service (INS) to insure that documentation is in order for departure from and return to the United States.

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

e. Alien service members or family members will hold their passports until instructions are received from USASCAF.

f. Visa requirements, application procedures, and required documentation vary from nation to nation according to the applicant's nationality (app C).

g. Members should submit applications for passports that require visas at least 60 days before their scheduled date of departure from the current unit of assignment.

### 1-7. Stateless aliens

a. Stateless aliens and aliens whose countries are without consular or diplomatic representation in the United States should contact the nearest INS office to obtain proper travel documents.

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

## Chapter 2: Passport and Visa Application Policy and Information

### 2-1. When to apply for a passport

#### a. Permanent change of station.

(1) Service members should submit passport applications as soon as possible, but not later than 14 days after the personal interview in the military personnel office. If the service member or family member has a no-fee passport that is valid for 2 years or more, applications are not required at this time. Service members should not wait for orders to be published before submitting passport applications.

(2) Family members of military personnel should submit passport applications within 14 days after the service member elects to serve a "with dependents" tour and the DD Form 1056 is issued. The family member should not delay processing the application because he or she is—

(a) Waiting for a response to DA Form 4787 (Reassignment Processing) from the overseas commander.

(b) Waiting for orders to be published or for approval of family travel.

(3) DA civilian personnel and family members should submit passport applications as soon as they are notified of being selected for an oversea position.

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

c. *Special requirements*. When the FCG does not specify the need for a passport but individual or group duties may call for travel from country to country (other than the United States) on an unannounced basis, special requests for passports may be processed according to paragraph 2-2. Assignment instructions must state that this special need exists (AR 670-1, app E; and AR 310-10, app B).

### 2-2. How to obtain or renew a no-fee passport

a. When a passport is required for travel on official Government business, the service member and family members must submit the following to a designated passport agent:

(1) Completed DD Form 1056.

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

(3) Photographs. (App D contains specific information on photograph requirements.)

(4) Evidence of US citizenship.

b. The passport agents will process DSP Form 11 and send it, with copies of DD Form 1056 and necessary documents, to the appropriate passport office. The Passport Office, Department of State, and certified regional passport offices will issue all no-fee passports processed within the United States. In an oversea area, instructions from a commander of a major Army command or unified command will be followed. All diplomatic and official passports are issued in the United States. The passport agent will—

(1) Verify passport and visa requirements and maintain suspense control for passport applications. Suspense control includes establishing procedures to insure that timely followup action is taken (para 2-11a).

(2) Control and distribute passports after they are returned to the installation. Passport agents will also insure that passports are not released to family members until travel has been authorized by the oversea command.

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

(4) Help service members and family members process visa applications when they complete the application themselves. (USASCAF normally completes visa application forms for the applicants.)

(5) Coordinate emergency cases with USASCAF. Policy questions will be referred to HQDA(DAPC-EPS-MT), ALEX VA. 22331-22331-0400.

(6) Only process passport applications for official business: (However, commanders of major Army commands or unified commands overseas may establish procedures to

aid their personnel in obtaining personal or tourist passports.)

(7) Have the applicant swear to or affirm the truth of the statements on the passport application and sign the application and photographs.

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

c. When the passport agent is absent, as stated in section 61.21, title 22, Code of Federal Regulations (22 CFR 61.21), the following persons have been authorized by the Secretary of State to administer oaths for passport purposes:

(1) A clerk of any Federal court.

(2) A judge or clerk of any probate court.

(3) A clerk of any State court of records.

(4) A postal employee designated by the postmaster at a post office who has been selected to accept passport applications.

d. To obtain visas for a previously issued passport, the passport agent must send the passport and copies 1, 2, 3, and 5 of DD Form 1056, along with required information, photographs, and documents, to USASCAF. The passport must be current (valid with 2 or more years remaining) or a new passport application must be submitted.

e. Renewal of passports can be done by submitting the following:

(1) Present passport.

(2) A completed DD Form 1056 (or DSP Form 82 (Application for Passport by Mail)).

(3) Additional photos, if needed for visa.

f. Applications for renewal of passports will be submitted through the same channels as first-time applications.

### 2-3. Routine and priority processing

The following categories of passport and visa processing have been established for the United States, Guam, and Puerto Rico. (See para 2-15 for oversea processing):

a. *Routine processing*. If the passport or visa application does not meet the priority criteria (b below), passport agents will send the application and copies of DD Form 1056 as directed in paragraph 2-5.

#### b. Priority processing.

(1) Priority processing is authorized only when necessary to meet critical TDY requirements and short notice assignments and to avoid major personal hardships.

(2) For service members, applications for passports when no visa is required must reach the passport office 45 days before the passport is required. For DA civilians and dependents, the deadline is 30 days before the passport is required.

(3) When a visa is required, passport and visa applications must reach the passport office 45 days before the passport and visa are required.

c. *Processing a priority application*. To process a priority application—

(1) Assemble the application as directed in paragraph 2-5.

(2) Attach a note requesting priority processing to the top left-hand corner of the front of the application.

(3) Send the application and copies of DD Form 1056 as directed in paragraph 2-5.

(4) Coordinate with USASCAF by telephone before an application is handcarried to USASCAF. Applications may be:

(a) Handcarried when there is insufficient time to use an express mode of forwarding the application and the commander feels that circumstances justify it.

(b) Picked up at USASCAF (ANR-TR-P), Room 1A864, Pentagon, Washington, DC.

#### 2-4. DD Form 1056

a. A completed DD Form 1056 certifies that the applicant named on the form is authorized to apply for a no-fee passport. The form is used in lieu of, or in addition to, official travel orders as authority for the Passport Office, Department of State, and regional passport offices to approve issuance of a no-fee passport. Visa requirements and processing time vary for each nation and, in many cases, within a nation. Factors involved include length of stay and whether travel is for official, diplomatic, or personal reasons.

b. DD Form 1056 is issued to eligible Army personnel who will be traveling on official business. The eligibility of family members for no-fee passports depends on their entitlement to Government transportation.

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

d. Service members and family members will obtain and complete DD Form 1056 from their parent unit before departing from their installation.

e. DD Form 1056 will not be issued to—

(1) Retired military members and their family members traveling to foreign countries to take up residence even if Government transportation is authorized. The only exception is if a retired member is a family member of an active service member. In this case, DD Form 1056 may be issued if travel is authorized.

(2) Family members of deceased military personnel.

(3) Military personnel, or their family members, when traveling for personal reasons, for example, individual-sponsored family members, or personnel on vacation or leave.

(4) Civilian contract employees.

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

f. Questions about visa requirements for official travel will be referred by message to CDR USASCAF PENTAGON WASH DC//ANR-TR-P//, or, if time does not permit message request, by telephone to USASCAF Passport Visa Branch.

#### 2-5. Assembly procedures

a. Uniform assembly of passport applications by passport agents will speed processing at the passport issuing office. Copies 1, 2, and 3 of DD Form 1056 and other

required documents will be attached to the DSP Form 11. The proper assembly sequence—from the top, to bottom—is as follows:

(1) Letter of transmittal.

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

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

(4) Evidence of citizenship.

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

b. The packet will be mailed to the appropriate passport office as follows:

(1) No-fee family passport requests not requiring visas will be mailed to the appropriate regional office (copies 1 and 2 of DD Form 1056 only).

(2) Passport applications requiring visas and all requests for official or diplomatic passports will be mailed to Passport Office, Department of State, ATTN: USASCAF Liaison Office (MDW), 1425 K Street NW, Washington, DC 2052420524-0002, (include copy 3 of DD Form 1056 with application).

c. Copy 4 of DD Form 1056 will be kept by the installation passport agent. This copy will be used—

(1) To set up a suspense system to insure timely submission of passport applications.

(2) As a tracking document after submitting the application.

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

d. When visas are required, copy 5 will be placed with visa documents in a separate envelope: for example, photographs and visa application. Copy 5 will be mailed with the passport application per *b* above. The applicant's name and the words "visa documents" will be written or typed on the envelope.

e. Passport applications will be listed on a letter of transmittal and mailed each day.

#### 2-6. Where to apply for a passport

a. In the United States, service members and family members will apply for no-fee passports through their passport agent.

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

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

(2) Certain designated post office clerks.

(3) Department of State passport agencies. The locations of Department of State passport agencies are given in the Department of State Passport Agent's Manual. If a manual is not available, this information can be obtained from the post office clerk ((2) above) or by calling or writing the Passport Office, Department of State, or MILPERCEN (DAPC-EPS-MT).

(4) Regional passport offices. See chapter 6 for locations of regional passport offices.

c. Outside the United States, applicants should apply for instructions from commanders of the appropriate major Army command or unified command.

#### 2-7. Evidence of US citizenship

Applicants must submit proper evidence of US citizenship with each passport application. Specific information on the type of evidence that must be submitted is outlined in the Department of State Passport Agent's Manual, chapter 3, and paragraph 3-1 of this regulation.

#### 2-8. Identification of applicant

All applicants must identify themselves to the passport agent.

a. Military members and family members will present valid military identification cards.

b. Civilians and their family members will present—

(1) Civilian identification cards, if available.

(2) Other acceptable documents (as established in the Department of State Passport Agent's Manual), such as an FS Form 225 (Certificate of Identity and Registration) and FS Form 225A (Card of Identity and Registration).

#### 2-9. Photographs

Photographs used for passports must meet Department of State requirements (app D).

#### 2-10. Department of State forms

The Department of State forms (DOS/DSP) may be obtained by sending a request to Passport Office, Department of State, ATTN: CA/EX/AG, Washington, DC 2052420524-0002. In oversea areas, Foreign Service (FS) forms may be obtained from US consular offices or embassies.

#### 2-11. Inquiries on status of passport

a. Inquiries on the status of passports should be made 45 days after the application is submitted to the Passport Office, Department of State, or regional office or 21 days before the planned departure date. (See para 2-3 for priority processing of passport and visa applications.) The passport agent will set up a suspense file on all applications to monitor the processing time. A routine application requires an average of 45 days for completion. When passports are not received within 45 days or 21 days before the planned departure date and there are no known reasons for the delay, the passport agent may request status by message to CDR, USASCAF PENTAGON WASH DC//ANR-TR-P//, or the regional passport agency, as appropriate. The major Army command will be an information addressee. (Do not telephone unless a timely response to the message is not received.) A format for the message is shown in *b* below. Only USASCAF is authorized to contact the passport office or foreign embassies regarding the status of visa applications.

b. The format for the message is as follows:

(1) Required date as shown in item 1, DD Form 1056.

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

(3) Applicant's date of birth.

(4) Applicant's place of birth.

(5) Date the application was mailed.

(6) Date of departure.

(7) Destination of travel.

(8) Special assignment or instructions, if applicable.

(9) Installation point of contact and AUTOVON number.

c. If it is known that a passport cannot be obtained before the service member's departure from the losing installation, the passport agent or central port call office must—

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

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

(3) Advise the service member and family members that they are not to report to the aerial port of embarkation (APOE) without no-fee passports (or visas, if applicable). They will not be allowed to board the aircraft without them. Soldiers must be advised that if the Cdr, MILPERCEN, does not approve a request for delayed reporting, the local Commander, Personnel Assistance Point (PAP), may direct the soldier to board the aircraft and proceed to the final destination. All personnel should be advised that military lodging may not be available and individuals are responsible for their own support until passage on a departing aircraft is available.

d. Each time a service member or family member arrives at an APOE or APOD without a passport, the PAP commander (APOE) or oversea commander (APOD) will send a message requesting the status of the missing passport. APOE messages will be sent to the losing unit and CDR USASCAF PENTAGON WASH DC//ANR-TR-P//. APOD messages will be sent to the losing unit and the State Department. Information addressees for the message will include the gaining commander and CDRMILPERCEN ALEX VA//DAPC-EPS-MT//.

## 2-12. Visa denials.

a. The following action will be taken when a host country denies a visa to any service member (or family members) because of exclusionary policies or for reasons other than qualifications or ability:

(1) *Outside the United States, Guam, and Puerto Rico.* The organization that processes the visa request will send a message directly to the Office of the Assistant Secretary of Defense (International Security Affairs) (OASD/ISA). Information addressees for the message will include the applicant's major Army command, CDRMILPERCEN ALEX VA//

DAPC-EPS-MT//, and the requesting command. (See formats in *b* and *c* below.)

(2) *Within the United States, Guam, and Puerto Rico.* The Commander, USASCAF, will send a message directly to OASD/ISA. Information addressees for the message will include the applicant's major Army command, CDRMILPERCEN ALEX VA//DAPC-EPS-MT//, and the requesting command. (See formats *b* and *c* below.)

b. A message format for military or civilian personnel follows:

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

(2) Applicant's present assignment and location.

(3) Country that denied visa.

(4) Date of denial.

(5) Date of visa application.

(6) Reason for visa denial, if known. Report the basis of denial if the denial is based on an exclusionary policy.

c. A message format for family members follows:

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

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

(3) Present assignment and location of sponsor.

(4) Location of family.

(5) Country that denied visa.

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

(7) Date of visa application.

(8) Date of visa denial.

(9) Reason for visa denial, if known. Report the basis of the denial if the denial is based on an exclusionary policy.

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

d. Records created for Privacy Act use are covered by systems notice A1205.16, AR 340-21-12.

e. When completed, the report (*b* or *c* above) will be "For Official Use Only." It will be exempt from automatic termination under AR 340-17.

f. This requirement (*f* above) is exempt from reports control per AR 335-15, paragraph 7-2h.

## 2-13. Correction of passports

a. Within the United States, no-fee passports that contain errors or omissions in the data on page 2 of the passport are returned to the Passport Office, Department of State, or the regional passport office where they were processed. In item 17, DD Form 1056, indicate the correction desired, and submit all documentation, such as a birth certificate if the birth information is wrong. If incorrect photographs were attached in the passport, submit two photographs of the person to whom the passport was issued, along with the documents required above. Approximately 20 to 30 calendar days are required to obtain corrected passports. If a person is being excluded from a passport or if a name is being changed, DSP Form 19

(Application for Amendment of Passport) must be submitted with DD Form 1056.

b. In oversea areas, follow instructions from commanders of major Army commands or unified commands and send passports to one of the following offices:

(1) The servicing passport service center or office.

(2) The US consulate office or embassy.

## 2-14. Lost or stolen passports

See Department of State Passport Agent's Manual, chapter 6.

## 2-15 Oversea passport applications

a. In oversea commands, personnel listed in paragraph 6-2c and *d*, can be designated to accept passport applications under AR 600-11; article 136, Uniform Code of Military Justice (UCMJ, art. 136); and 10 USC 936. These persons will accept and process passport applications as instructed by the commander of a major Army command or unified command. Chapters 5 and 6 do not pertain to oversea commands. Applications for passports overseas will be processed as follows:

(1) Passport and visa applications will be processed through the nearest servicing consulate or embassy.

(2) Applications will be completed on an OF Form 178 (Application for Passport Registration) instead of DSP Form 11.

(3) Applications will *not* be forwarded to USASCAF.

b. The oversea commander or his or her designated representative will follow the responsibilities (as appropriate) listed in paragraph 1-4e. In addition, he or she will be responsible for—

(1) Contacting the State Department and oversea foreign embassies regarding the status of visa applications.

(2) Establishing priorities for passport and visa applications.

(3) Determining the procedure for appointment and cancellation of appointment of passport agents.

c. Passport agents will coordinate passport and visa applications with the nearest US embassy or consulate. The consular office must approve priority requests before it will act to obtain the passport and visa.

## Chapter 3 Evidence of United States Citizenship

### 3-1. Supporting documents for passport applications

a. Evidence of citizenship for each applicant must accompany each passport application, except for commissioned officers as outlined in the Department of State Passport Agent's Manual, chapter 3. The applicant must provide this evidence. Commanders should encourage DA civilian and military personnel and family members to routinely acquire and keep proper birth and citizenship evidence. This is especially

critical for personnel who expect imminent reassignment overseas. (Use public media for this purpose.) Although these documents must be procured at personal expense, it is a wise investment. It may take up to 2 months to obtain these documents.

b. A previous passport issued to the applicant or a passport in which the applicant was included is acceptable as evidence of US citizenship. Evidence should be submitted with an application for a new passport. If unable to submit the previous passport (c below), the applicant must submit other acceptable evidence. This will avoid delay in issuing a new passport.

c. DSP Form 11 must show the name in which the previous passport was issued, the approximate date of issue, and the passport number, if known. Include this information in the item of section a concerning "previous passport." If the previous passport is still valid and is not submitted with the application, the applicant must submit a detailed statement specifying why it was not submitted. DSP Form 64 (Statement Regarding Lost or Stolen Passport) should be used for this purpose. The passport agent should send an explanatory note if the applicant cannot submit other acceptable evidence. If the applicant was included in a valid passport and was later excluded, show the date of exclusion. (See the Department of State Passport Agent's Manual for further details.)

### 3-2. Birth in the United States

#### a. Primary evidence—birth certificate.

(1) A person born in the United States, Puerto Rico, Guam, US Virgin Islands, American Samoa, or the Trust Territories of the Pacific Islands (TTPI), in a place where official birth records were kept at the time of birth, will submit a birth certificate. The birth certificate must be issued under the seal of the official custodian of such records. The seal of the official custodian must be original, not a reproduction.

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

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

(b) Date of birth.

(c) Place of birth.

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

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

(3) A birth certificate not showing the date the original report of birth was filed or a delayed birth certificate (a record filed more than 1 year after the date of birth) may be accepted, but it must indicate one of the following conditions—

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

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

supporting evidence used must be indicated on the certificate.

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

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

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

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

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

(a) Baptismal certificates.

(b) Certificates of circumcision or other religious records.

(c) Hospital birth records.

(d) Early census, school, or insurance records.

(e) Family Bible records.

(f) Personal diaries.

(g) Ship's logs.

(h) Newspaper files regarding the birth.

(i) For Regular Army officers, the appearance of their name in the US register (Regular Army Active List, vol. 1) or on a copy of their regular Army appointment orders.

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

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

(b) Show personal knowledge of the birth.

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

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

#### c. Special provisions.

(1) Any of the following may be submitted to prove the citizenship of an adopted child:

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

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

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

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

(e) A certificate from the court of adoption stating that the sealed records of the court show the child's actual date and place of birth. (Passport agents should not disclose information regarding an adoption to the adopted child.)

(2) 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. If the adoption has not been formalized, an affidavit from an official of the adoption or other sponsoring agency must be submitted with the citizenship evidence. This affidavit must clearly indicate that the family has custody of the child and permission to take the child out of the country. The passport will be written in the child's adoptive name.

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

d. If the soldier's current name differs from that on the birth certificate, it will be necessary for the soldier's parents to provide a notarized statement to explain the variance; that is, marriage, remarriage, adoption, or custodial change. The soldier

may also be required to produce the original documentation such as court order or marriage certificate.

### 3-3. Birth outside the United States

a. A person born abroad who claims US citizenship at birth may submit—

(1) The certificate of citizenship issued by INS.

(2) FS Form 240 (Report of Birth Abroad of a Citizen of the United States of America) issued by the Department of State.

(3) A foreign birth certificate showing parents' names, evidence of US citizenship of one or both parents, and an affidavit from a citizen parent showing periods and places of presence in the United States and abroad before the applicant's birth. (This will be considered only if neither (1) nor (2) above is available.) The affidavit will show the reasons for presence abroad, such as time spent in the military, employment abroad with the US Government, or employment with international organizations.

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

c. Passport agents should consult the Department of State Passport Agent's Manual or a passport agent of the Department of State about situations not outlined in a and b above.

### 3-4. How to obtain birth certificates for passport applications

a. Applicants may obtain certified copies of their birth records by writing to the vital statistics office in the State, possession, or other area where they were born.

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

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

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

(2) Date of birth.

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

(4) Sex and race.

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

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

d. If evidence of birth is not recorded, the State vital statistics office will send instructions for filing a delayed birth certificate. If primary birth evidence meeting Department of State requirements for a passport cannot be obtained, secondary birth evidence or proof of US citizenship must be obtained (para 3-2b). Attach to such documents the reply from the vital statistics office stating that evidence of birth is not recorded.

## Chapter 4 Control and Distribution of Passports

### 4-1. Receipt and distribution of passport

a. USASCAF will receive passports for official travel from Passport Office, Department of State. Passport agents will receive family no-fee passports not requiring visas directly from regional passport agencies.

b. Within the United States, Guam, and Puerto Rico, passports are sent through the US postal system or by courier (when arranged for by the receiving activity). Use of registered or certified mail is not required (AR 340-3, para 5-6c). However, the mailing activity will keep mail records by completing the proper block on the back of DD Form 1056.

c. USASCAF will send completed passports to the address shown in item 13 of DD Form 1056. (See app C-for address to enter in item 13.) The passport agent will deliver passports to individuals only when travel has been authorized.

d. If travel of a service member or family member is canceled after a passport application has been submitted, the passport agent will notify USASCAF or the regional passport office immediately. The passport agent will furnish to USASCAF the applicant's name, sponsor's name if the applicant is a family member, destination, and the date and place of passport application. (See para 4-2 for disposition of passports received at the installation after travel is canceled.)

e. When the destination of a service member or family member is changed after a passport application has been submitted, the passport agent will—

(1) Review passport and visa requirements.

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

f. Passports may be mailed to an Army or Air Force post office or a fleet post office.

### 4-2. Control of passports

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

(1) The Passport Office, Department of State, or its agencies.

(2) A consular post abroad with authorization from the US Passport Office.

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

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

(1) Personnel in oversea areas and those whose duties require them to have valid passports at all times will be checked periodically to insure that their passports are in order. Applications for updating no-fee passports will be submitted when passports become 3 years old or have 2 years of validity remaining.

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

(3) When military and civilian personnel complete travel abroad and return to CONUS, they should turn in their passports to their present installation for safekeeping. Safekeeping of family member passports is the responsibility of the service member. Installations may—

(a) Keep these passports for future use. If travel is canceled, the installation may keep the passport for future use until the individual changes his or her individual's permanent change of station (PCS) or until no longer valid (5 years). Passports kept by installations will be stored in a secure area or secure container at all times when not in use. (When secure area or container space is limited, passports may be returned as indicated in (b) below.) These passports will not be used for personal travel. Upon PCS, passports will be forwarded to the gaining command by mail or handcarried by the individual.

(b) Return the passports to the passport office or regional passport office as appropriate. Returned passports will be canceled and destroyed unless requested by the passport agent to be returned to the bearer or filed for a period not to exceed 1 year. Requests for filing must include an appropriate justification.

(4) All unexpired fee and no-fee passports will be surrendered on release from active duty, discharge, or retirement. The commander of the losing activity or unit personnel section processing the transfer will return these passports to the Passport Office, Department of State, or regional passport office to be canceled. If requested, that agency will return the canceled passport to the bearer's home address. Military personnel officers will establish procedures to insure that personnel returning from oversea areas are counseled concerning this

obligation. (Enlisted personnel who reenlist without a break in service need not surrender official passports.)

(5) Expired no-fee passports do not require cancellation. They should be kept by the bearer and used to prove US citizenship when applying for a passport in the future.

## Chapter 5 Group and Unit Movement

### 5-1. Passports for designated mobility units and Multinational Force and Observers (MFO) units

Some commands, due to their mission, have a continuing requirement to send personnel or units overseas on very short notice. Passports should be obtained in advance and kept on hand for all members subject to this requirement. If the countries to be visited cannot be projected and designated personnel must be prepared for travel worldwide, the installation commander or his or her designee is responsible for notifying the Passport Office, Department of State, ATTN: Official Travel Section, Washington, DC 2052420524-0002; by mail. This letter should explain this requirement, requesting approval for a mobility unit for passport purposes. If the Department of State approves this request it will assign a special designation. This must be shown on DD Form 1056, block 12, when requesting passports under this provision. MFO units must be fielded in a timely manner (para 5-3).

### 5-2. Priority passport processing for group or unit movements

When required, Headquarters, Department of the Army (HQDA), will direct commanders to expedite passport processing for persons assigned to units under their jurisdiction that have been issued oversea movement orders using the procedures below. Any supplemental instructions needed due to the specific movement will be included in the message directing priority processing.

a. A project officer will be appointed to process the passport applications. This officer should not—

(1) Be part of the departing unit or group. (Followup actions may be required after the group departs.)

(2) Be a passport agent.

b. Proper application forms must be completed as shown in paragraph 5-5. When required, the project code name will be placed in item 12 of DD Form 1056. This code name will be furnished in the HQDA message directing priority processing.

c. Proper evidence of birth must be provided according to chapter 3 of this regulation. The passport office requires strict compliance of this requirement. A sample request for a birth certificate is provided in figure 5-1.

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

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

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

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

e. When the applications are received from the officials, the project officer will handcarry them to USASCAF (ANR-TR-P) with a cover transmittal letter. Expedited delivery service may be used in extreme cases; however, approval must be obtained through appropriate channels. The applications will be sent in groups. Completed applications will not be held in order to send them as a complete unit package.

f. Copies of transmittal letters will be provided to HQDA(DAPE-PSC). The letter of transmittal will—

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

(2) Cite the HQDA message directing priority processing.

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

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

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

(3) Required visa documentation.

h. If the unit or group movement is to be staggered, applications should be submitted in an order of priority that coincides with departure dates. In such cases, the roster (g(1) above) will indicate the order of priority.

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

j. Questions regarding passport applications will be directed to USASCAF (ANR-TR-P).

### 5-3. Special processing of MFO units

a. MFO units are required to submit passport and visa applications 6 months

before the departure date or as soon as possible if late notice of movement is received. Major command headquarters should make every effort to see that movement notices are received in a timely manner. Flight manifests will be submitted to USASCAF no later than 14 days before the scheduled departure date.

b. MFO applications to the Sinai will be processed according to paragraphs 5-2 and 5-3, except—

(1) If the individual is to deploy as a member of the Logistic Support Unit (LSU), the passport application packet, including a request for an Egyptian visa, will be forwarded directly to HQ, 1st COSCOM, ACofS, Personnel, ATTN: ~~AFZA-AA-AG-LSUAFZA-AA-GA-LSU~~, Fort Bragg, NC 2830728307-5000. Once verified at Fort Bragg, the passport or visa application will be handcarried to USASCAF.

(2) If the individual is to deploy as a member of the US Army Element, Force Commander's Staff, UIC: W4JQAA, the passport application, including requests for both an Israeli and Egyptian visa, should be forwarded directly to USASCAF, ATTN: ANR-TR-P, WASH, DC 2031020310-3155.

c. Individuals should obtain eight (8) passport-size photographs, (not in military uniform), for passport processing and MFO identity cards.

### 5-4. Updating passports for return to the United States

Service members who have new family members or passports that will expire before unit movement will need to apply for new passports through oversea channels (chap 7).

### 5-5. Assembling passport application packets

a. Application packets should be assembled in a consistent manner to expedite the procedure and thus avoid delay.

b. Documents in the packet should be assembled in the order listed below and should be secured by one staple in the upper left corner of the DSP Form 11.

(1) Letter of transmittal.

(2) DSP Form 11 (Passport Application) with photo attached in the designated area with one staple in each corner.

(3) Copy 1 (original copy) of the DD Form 1056 will be centered and stapled on the reverse side of the DSP Form 11.

(4) A second photo will be placed immediately behind the DSP Form 11. The photo should be placed upside down to avoid marring the individual's features as this will be the photo placed in the passport.

(5) Previously issued passport or other acceptable birth evidence.

(6) Copies 2 and 3 of DD Form 1056.

(7) Copy 5 of the DD Form 1056 and a properly completed visa application (with a photo secured with two staples in the designated space) should be separately paper-clipped behind the application packet.

c. Copy 4 of DD Form 1056 for personnel from other installations that will deploy with the LSU will be attached to the alphabetical roster and forwarded to the LSU, which will maintain the suspense.

d. Copy 4 of DD Form 1056 for personnel assigned to the Infantry Battalion Task Force will be retained at the Infantry Battalion Task Force suspense office.

e. All passport application packets should be packaged together when being forwarded to USASCAF.

## Chapter 6

### Regional Passport Offices and Passport Agent Appointments and Reports

#### 6-1. Regional passport offices

a. Regional passport offices will process Army and Air Force family member no-fee passport requests, not requiring visas, completed within the United States, Guam, and Puerto Rico. The geographic distribution for the requests is as follows:

(1) Los Angeles Passport Agency, 11000 Wilshire Blvd., Room 13100, Los Angeles, CA 9002490024-3615, will process applications for Army and Air Force activities in the States of California, Nevada, Utah, and Colorado.

(2) Seattle Passport Agency, Federal Building, Room 906, 915 Second Avenue, Seattle, WA 9817498174-1091, will process applications for Army and Air Force activities in the States of Alaska, Washington, Oregon, Idaho, Montana, Wyoming, North Dakota, South Dakota, Nebraska, and Minnesota.

(3) Houston Passport Agency, One Allen Center, 500 Dallas Street, Houston, TX 77002, will process applications for Army and Air Force activities in the States of Texas, Arizona, and New Mexico.

(4) Chicago Passport Agency, Kluczynski Federal Office Building, Suite 380, 230 South Dearborn Street, Chicago, IL 60604, will process applications for Army and Air Force activities in the States of Wisconsin, Michigan, Iowa, Illinois, and Indiana.

(5) New Orleans Passport Agency, International Trade Mart, Room 400, 2 Canal Street, New Orleans, LA 7013070130-1269, will process applications for Army and Air Force activities in the States of Arkansas, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Oklahoma, and Tennessee.

(6) Miami Passport Agency, Federal Office Building, Room 804, 51 Southwest First Avenue, Miami, FL 3313033130-1680, will process applications for Army and Air Force activities in the States of Florida, Georgia, South Carolina, and Alabama.

(7) The Philadelphia Passport Agency, Federal Building, Room 4426, 600 Arch Street, Philadelphia, PA 1910619106-1684, will process applications for Army and Air Force activities in the States of Delaware,

Pennsylvania, New Jersey, New York, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

(8) The Hawaii Passport Agency, New Federal Office Building, Room C-106, 300 Ala Moana Blvd., Honolulu, HI 96850, will process applications for Army and Air Force activities in Hawaii and Guam.

(9) The Passport Office, Department of State, ATTN: PPT/WNA, 1425 K Street NW, Washington, DC 2052420524-0002, will process applications for Army and Air Force activities in the States of Ohio, West Virginia, Maryland, Virginia, and North Carolina, and Puerto Rico. Additionally, locations and activities not specifically mentioned in (1) through (8) above will send applications to the Washington, DC, office.

b. Installations will mark the outside of the envelope "military" to speed identification process and indicate the earliest departure date.

c. Normal requirements specified in chapters 1 through 4 will be followed when submitting the DD Form 1056, DSP Form 11, photographs, and evidence of US citizenship with the following exceptions:

(1) Only send copies 1 and 2 of the DD Form 1056 to the appropriate passport agency.

(2) There are no requirements to send an information copy to USASCAF.

(3) All applications will be sent with a transmittal letter.

(4) Only use the installation address for the return address. All correspondence will be between the requesting installation and the appropriate regional passport agency.

d. Assembling procedures are the same as in paragraph 2-5, except for the addition of the letter of transmittal to the top of the package. If expedited processing is required, mark the upper left-hand corner with red tape or red ink marker.

e. Incomplete applications will be returned to the requesting installation without action.

f. Requirements and replies to requests for additional information will be dispatched with a transmittal letter.

g. Inquiries are authorized (telephonic or written) between the passport agent and the regional agency. The following information is needed when making inquiries:

(1) Last name, first name, middle initial.

(2) Date of birth.

(3) Place of birth.

(4) Date application was mailed.

(5) Date of departure.

(6) Destination.

(7) Any special or unusual information.

#### 6-2. Passport agent appointment

a. The commander of each Army installation and activity within the United States, Guam, and Puerto Rico will nominate persons for appointment as passport agents. The Passport Office, Department of State, will approve the appointments. The number of nominees depends on the needs of the installations. At least two passport agents will be appointed at each installation regardless

of the number of applications processed. Military passport agent duties are performed as an additional duty. Personnel spaces will not be authorized for this function.

b. USASCAF will nominate enough passport agents to perform passport support function for activities in the Pentagon and service support functions.

c. The following applies to passport agents:

(1) They must be US citizens.

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

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

d. Under 10 USC 3544, Regular Army officers may not hold another office. Therefore these officers will not be nominated as passport agents.

e. In the United States and Puerto Rico, appointment of passport agents will be requested by letter. Requests will be sent directly to Passport Office, Department of State, ATTN: PPT/O/SIO, 1425 K Street NW, Washington, DC 2052420524-0002. Requests will include—

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

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

f. The Passport Office, Department of State, will send a certificate to the requesting activity showing the appointment of the selected individuals as passport agents. Instructional material concerning agent duties and passport application processing will also be included. Only persons appointed in this way are authorized to perform duties as passport agents and to process the DSP Form 11.

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

h. A letter with the agent's certificate of designation enclosed will be sent to the Passport Office, Department of State, requesting cancellation. The canceled certificate will be returned to the agent as a memento, if requested. A request for cancellation may be included with a request for new agents.

#### 6-3. Annual statistical report of no-fee passport applications (RCS State-1016 (R1))

a. The Passport Office, Department of State, requires passport agents in the United States, Guam, and Puerto Rico to submit annual statistical reports. These reports show the total number of passport applications processed in the 12-month period covered. The report covers the period 1 January through 30 December 1 October through 30 September. It will be sent not

later than 3 working days after the reporting period ends. The report will show the following information:

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

(2) Location of regional passport office used.

(3) Reporting period.

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

(5) Number of other passport applications processed.

(6) Names of current passport agents.

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

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

c. The report will be sent directly to the Passport Office, Department of State, ATTN: PPT/O/SIO, 1425 K Street NW, Washington, DC ~~20524~~20524-0002. Information copies will be sent to—

(1) CDR MILPERCEN, ATTN: DAPC-EPS-MT, 2461 Eisenhower Avenue, Alexandria, VA ~~22331~~22331-0400.

(2) CDR, USASCAF, ATTN: ANR-TR-P, Pentagon, Washington, DC ~~20310~~20310-3155.

Chief  
Bureau of Vital Statistics

Subject: Request for Birth Certificate

To Whom It May Concern:

Request a certified copy of the birth certificate of the individual listed below. Proof of birth is needed immediately for the service member's application for an official passport. The service member will be deployed overseas as a member of the Multinational Peacekeeping Force and Observers in the Sinai.

The following information is required on the birth certificate:

- a. Name of the individual (including given name).
- b. Date of birth.
- c. Place of birth.
- d. Date the certificate was filed in the registrar's office. (This should be within 1 year of date of birth.)
- e. Signature of the registrar and the authorized seal of office. (The seal may be either raised, embossed, impressed, or multicolored.)

The following information is provided:

Name under which service member was born: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Name of hospital: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Father's name: \_\_\_\_\_

Mother's maiden name: \_\_\_\_\_

Please send the birth certificate to the following address:

Enclosed is \$ \_\_\_\_\_

... (Signature of requestor) ...

Point of contact for this headquarters is the undersigned:

(Signature block)

Figure 5-1. Format for a request for a birth certificate

## **Appendix A References**

### **Section I Required Publications**

#### **AR 340-21-12**

The Army Privacy Program System Notices and Exemption Rules for Transportation Functions. (Cited in para 2-12e.)

#### **AR 600-11**

Authority of Armed Forces Personnel to Perform Notarial Acts. (Cited in para 7-1.)

#### **AR 608-3**

Naturalization and Citizenship of Military Personnel and Dependents. (Cited in para 1-6d.)

#### **Department of State Passport Agent's Manual**

(Cited in paras 1-1b, 1-4f, 2-6, 2-7, 2-8b, 2-14, 3-1a and c, 3-3c, 3-4b, and D-1.)

#### **US Air Force Foreign Clearance Guide**

(Cited in paras 1-1b and 1-4f, app B, and app C.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **AR 310-10**

Military Orders

#### **AR 335-15**

Management Information Control System

#### **AR 340-3**

Official Mail

#### **AR 340-17**

Release of Information and Records From Army Files

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

#### **DA Pam 310-1**

Consolidated Index of Army Publications and Blank Forms

#### **Department of State Brochure M-343**

Notice to Applicant Concerning Birth Records

#### **Department of State Circular M-305**

Passport Photographs

#### **US Register Regular Army Active List**

vol. 1

## **Section III Prescribed Forms**

#### **DD Form 1056**

Authorization to Apply for a "No-Fee" Passport and/or Request for a Visa. (Cited in paras 1-4, 1-7, 2-1, 2-2, 2-3, 2-4, 2-5, 2-11, 2-13, 4-1, 5-1, 5-2, and 6-1.)

#### **DSP Form 10A**

Birth Certificate. (Cited in para 3-2.)

#### **DSP Form 11**

Passport Application. (Cited in paras 2-2, 2-5, 3-1, 5-4, 6-1, and 6-2.)

#### **DSP Form 19**

Application for Amendment of Passport. (Cited in para 2-13.)

#### **DSP Form 64**

Statement Regarding Lost or Stolen Passport. (Cited in para 3-1c.)

#### **DSP Form 82**

Application for Passport by Mail. (Cited in para 2-2.)

## **Section IV Referenced Forms**

#### **DA Form 4787**

Reassignment Processing

#### **FS Form 225**

Certificate of Identity and Registration

#### **FS Form 225A**

Card of Identity and Registration

#### **FS Form 240**

Report of Birth Abroad of a Citizen of the United States

**Appendix B**  
**Instructions for Completing DD**  
**Form 1056 (Authorization to Apply**  
**for a "No-Fee" Passport and/or**  
**Request for Visa)**

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

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

*Item 1.* Enter the date of 5 work days or the latest date the passport can be received before scheduled departure from the current duty station.

*Item 2.* Enter the major service component sponsoring the travel. For example, Army, Navy, Air Force, OSD, JCS, or other applicable DOD agency.

*Item 3.* Enter the applicant's complete name (last, first, middle) and relationship to sponsor if applicant is a family member.

*Item 4.* Self-explanatory.

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

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

*Item 7.* Military rank or civilian grade of applicant or of sponsor if applicant is a family member: e.g., COL, GS-12.

*Item 8.* Self-explanatory.

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

*Item 11.*

*a.* Enter the name of the country or countries to which the applicant is traveling. Indicate stopover countries where passport or visas are required, including arrival date for each country. (Do not use Army post office, name of installation, or city, unless required by the FCG.)

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

*Item 12.*

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

*b.* If the position to be occupied is the chief or deputy chief of the special assignment activity, so state. Give the name of the incumbent (if known), and give the date the assignment is expected to end. For family

members of such personnel, enter information on the sponsor's assignment, as above.

*c.* In the case of mobility readiness requirements, enter the information provided by the Passport Office, Department of State (para 5-1).

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

*Item 14.* Self-explanatory.

*Item 15.* Self-explanatory.

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

*Item 17.* Self-explanatory.

*Item 18.* Enter the Government bill of lading code, complete AUTOVON and commercial telephone numbers, and requested information.

## Appendix C Visa Requirements

The following is a partial list of countries and areas that require visas. Refer to the FCG for countries and areas not listed.

---

**Destination and travelers:** Abu Dhabi. All.  
**No. of photos required:** 4  
**Remarks:** See note 1

---

**Destination and travelers:** Algeria. All.  
**No. of photos required:** 5  
**Remarks:** See notes 1, 2, and 3

---

**Destination and travelers:** Argentina. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 4

---

**Destination and travelers:** Austria. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 2, 5, and 6

---

**Destination and travelers:** Azores. Civilian personnel.  
**Remarks:** See notes 1, 7, 8, 9, 10, and 11

---

**Destination and travelers:** Bahrain Islands. All.  
**No. of photos required:** 2  
**Remarks:** See notes 2, 4, 12, and 13

---

**Destination and travelers:** Bangladesh. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 2, 4, and 14

---

**Destination and travelers:** Belgium. Civilian personnel.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 6

---

**Destination and travelers:** Benin, Peoples Republic of. All.  
**No. of photos required:** 3  
**Remarks:** See notes 2, 15, and 16

---

**Destination and travelers:** Bolivia. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8; not required but recommended for leave

---

**Destination and travelers:** Botswana. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 10

---

**Destination and travelers:** Brazzaville. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1 and 14

---

**Destination and travelers:** Brazil. All.  
**No. of photos required:** None  
**Remarks:** See note 1

---

**Destination and travelers:** Brunei. Dependents.  
**No. of photos required:** None  
**Remarks:** See note 1

---

**Destination and travelers:** Bulgana. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1 and 17

---

**Destination and travelers:** Burma, Socialist Republic of the Union of. All.  
**No. of photos required:** 9  
**Remarks:** See notes 1, 2, 4, and 14

---

**Destination and travelers:** Burundi, Kingdom of. All.  
**No. of photos required:** 2  
**Remarks:** See note 18

---

**Destination and travelers:** Cameroon. All.  
**No. of photos required:** 3  
**Remarks:** See notes 2, 8, 15, 16, and 18

---

**Destination and travelers:** Cape Verde. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1 and 2

---

**Destination and travelers:** Central African Republic. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 11, 14, and 17

---

**Destination and travelers:** Chad. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 2, and 8

---

**Destination and travelers:** Chile. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 4, 6, and 12

---

**Destination and travelers:** Colombia. All.  
**No. of photos required:** 3  
**Remarks:** See note 1

---

**Destination and travelers:** Congo, People's Republic of the. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Costa Rica. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Czechoslovakia. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, 4, 8, and 12

---

**Destination and travelers:** Dominican Republic. All.  
**No. of photos required:** None.  
**Remarks:** See note 1

---

**Destination and travelers:** Djibouti. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 11

---

**Destination and travelers:** Ecuador. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 6

---

**Destination and travelers:** Egypt. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 4, and 8

---

**Destination and travelers:** El Salvador. All.  
**No. of photos required:** 3  
**Remarks:** See note 1

---

**Destination and travelers:** Equatorial Guinea. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Ethiopia. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** France. Dependents.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 10

---

**Destination and travelers:** French Guiana. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 6, 11, and 14

---

**Destination and travelers:** Gabon. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 2, and 11

---

**Destination and travelers:** Gambia, The. Dependents.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 19

---

**Destination and travelers:** Ghana. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Greece. Diplomatic or official passport holders only.  
**No. of photos required:** 4  
**Remarks:** See notes 1, 8, and 20

---

**Destination and travelers:** Guadeloupe. Civilian personnel. Dependents.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 6, 11, and 14

---

**Destination and travelers:** Guatemala. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Guinea-Bissau. All.  
**No. of photos required:** 3  
**Remarks:** See note 1

---

**Destination and travelers:** Guinea, Peoples Revolutionary Republic of. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 12, and 14

---

**Destination and travelers:** Guyana. All.  
**No. of photos required:** None  
**Remarks:** See notes 8 and 21

---

**Destination and travelers:** Haiti. All.  
**No. of photos required:** None  
**Remarks:** See note 8

---

**Destination and travelers:** Honduras. All.  
**No. of photos required:** None  
**Remarks:** See notes 4 and 12

---

**Destination and travelers:** Hong Kong. Civilian personnel. Dependents.  
**No. of photos required:** 2

---

**Destination and travelers:** Hungary. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 2, 4, 8, 18, and 22

---

**Destination and travelers:** Iceland. Civilian personnel. Dependents.  
**No. of photos required:** 1  
**Remarks:** See note 1

---

**Destination and travelers:** India. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 4, 8, and 12

---

**Destination and travelers:** Indonesia. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 4, and 12

---

**Destination and travelers:** Iraq. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 8, 13, 16, and 23

---

**Destination and travelers:** Israel. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 2, 8, and 23

---

**Destination and travelers:** Ivory Coast. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1 and 2

**Destination and travelers:** Jamaica. All.  
**No. of photos required:** None  
**Remarks:** See note 2

**Destination and travelers:** Jordan. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 2, and 13

**Destination and travelers:** Kenya.  
Dependents.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 4, 8, and 12

**Destination and travelers:** Kiribati. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 10

**Destination and travelers:** Korea. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 8, and 24

**Destination and travelers:** Kuwait. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 4, 12, and 13

**Destination and travelers:** Laos. All.  
**No. of photos required:** 4  
**Remarks:** See note 1

**Destination and travelers:** Lebanon. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 13

**Destination and travelers:** Lesotho. All.  
**No. of photos required:** None  
**Remarks:** See note 1; South African visa required

**Destination and travelers:** Liberia. All.  
**No. of photos required:** 3  
**Remarks:** See notes 2, 8, and 14

**Destination and travelers:** Libya  
Military personnel  
Civilian personnel  
**No. of photos required:** 2  
**Remarks:** See notes 1 and 2  
See notes 8, 13, and 14

**Destination and travelers:** Macau  
Civilian personnel  
Dependents  
**No. of photos required:** None  
**Remarks:** See note 1

**Destination and travelers:** Madagascar. All.  
**No. of photos required:** None  
**Remarks:** See note 1

**Destination and travelers:** Malagasy  
Republic. All.  
**No. of photos required:** 4  
**Remarks:** See note 18

**Destination and travelers:** Malaysia.  
Dependents.  
**No. of photos required:** None  
**Remarks:** See note 1

**Destination and travelers:** Malawi. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 6, and 8

**Destination and travelers:** Mali, Republic of.  
All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, and 18

**Destination and travelers:** Malta. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 4, 6, 12, and 18

**Destination and travelers:** Martinique.  
Civilian personnel.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 11, and 14

**Destination and travelers:** Mauritania. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 8, 13, and 18

**Destination and travelers:** Mauritius. All.  
**No. of photos required:** None  
**Remarks:** See note 1

**Destination and travelers:** Mexico. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Mozambique. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 15, and 16

**Destination and travelers:** Namibia. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 15

**Destination and travelers:** Nepal. All.  
**No. of photos required:** None  
**Remarks:** See note 1

**Destination and travelers:** New Caledonia.  
All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 11

**Destination and travelers:** New Zealand.  
Dependents.  
**No. of photos required:** None

**Destination and travelers:** Nicaragua. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Niger. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, and 18

**Destination and travelers:** Nigeria, Republic  
of. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 4, 8, 12, 15, and 16

**Destination and travelers:** Oman. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, and 18

**Destination and travelers:** Pakistan. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 2, 4, and 12

**Destination and travelers:** Panama,  
Republic of.  
Military personnel (on leave)  
Civilian personnel (on leave)  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Papua New  
Guinea. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 2, and 8

**Destination and travelers:** Paraguay. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Peru. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Peking (People's  
Republic of China). All.  
**No. of photos required:** None  
**Remarks:** See notes 8 and 16

**Destination and travelers:** Philippines,  
Republic of.  
Civilian personnel  
Dependents  
**No. of photos required:** 2  
**Remarks:** See note 8

**Destination and travelers:** Poland. All.  
**No. of photos required:** 6  
**Remarks:** See notes 1, 2, 4, 12, and 17

**Destination and travelers:** Portugal. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 4, 8, and 25

**Destination and travelers:** Qatar. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, and 18

**Destination and travelers:** Romania. All.  
**No. of photos required:** 4  
**Remarks:** See notes 1, 2, 4, 12, 14, 17, and  
22

**Destination and travelers:** Rwanda,  
Republic of. All.  
**No. of photos required:** 3  
**Remarks:** See notes 1, 2, and 14

**Destination and travelers:** St. Pierre and  
Miquelon. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 6

**Destination and travelers:** Sao Tome &  
Principe, Democratic Republic of. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

**Destination and travelers:** Saudi Arabia. All.  
**No. of photos required:** 1  
**Remarks:** See notes 1, 3, 8, and 13

**Destination and travelers:** Senegal,  
Republic of. All.  
**No. of photos required:** 3  
**Remarks:** See note 1

**Destination and travelers:** Sierra Leone. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 2, and 17

**Destination and travelers:** Singapore.  
Dependents.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 8, and 10

**Destination and travelers:** Somali,  
Democratic Republic (Somalia). All.  
**No. of photos required:** 4  
**Remarks:** See notes 1, 2, and 8

**Destination and travelers:** South Africa. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 15

**Destination and travelers:** Spain. All.  
**No. of photos required:** None  
**Remarks:** See notes 1, 2, and 8

**Destination and travelers:** Sri Lanka,  
Republic of (Ceylon). All.  
**No. of photos required:** 2  
**Remarks:** See notes 1, 2, and 18

**Destination and travelers:** Sudan. All.  
**No. of photos required:** 2  
**Remarks:** See notes 1 and 2

**Destination and travelers:** Sweden. All.  
**No. of photos required:** None  
**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Syrian Arab Republic (Syria). All.

**No. of photos required:** 3

**Remarks:** See notes 1 and 13

---

**Destination and travelers:** Taiwan. All.

**No. of photos required:** None

**Remarks:** See note 26

---

**Destination and travelers:** Tanzania. All.

**No. of photos required:** 2

**Remarks:** See notes 1, 2, and 15

---

**Destination and travelers:** Thailand. All.

**No. of photos required:** 3

**Remarks:** See notes 1 and 3

---

**Destination and travelers:** Togo. All.

**No. of photos required:** 3

**Remarks:** See notes 1, 2, and 14. (Direct travel to Israel not allowed.)

---

**Destination and travelers:** Tunisia. All.

**No. of photos required:** 7

**Remarks:** See notes 1, 3, and 17

---

**Destination and travelers:** Turkey

Civilian personnel

Dependents

**No. of photos required:** 10

**Remarks:** See notes 1, 3, and 5

See notes 8 and 20

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**Destination and travelers:** Tuvalu. All.

**No. of photos required:** None

**Remarks:** See notes 1 and 10

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**Destination and travelers:** Uganda. All.

**No. of photos required:** None

**Remarks:** See notes 1, 8, and 16

---

**Destination and travelers:** United Arab Emirates. All.

**No. of photos required:** None

**Remarks:** See notes 1 and 16

---

**Destination and travelers:** Union of Soviet Socialist Republics. All.

**No. of photos required:** 5

**Remarks:** See notes 1, 2, 4, 12, and 27

---

**Destination and travelers:** Upper Volta. All.

**No. of photos required:** 2

**Remarks:** See notes 1, 2, and 18

---

**Destination and travelers:** Uruguay.

Diplomatic or official passport holders only.

**No. of photos required:** None

**Remarks:** See notes 1, 2, and 4

---

**Destination and travelers:** Venezuela. All.

**No. of photos required:** None

**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Yemen Arab Republic. All.

**No. of photos required:** 3

**Remarks:** See notes 1 and 8

---

**Destination and travelers:** Yugoslavia. All.

**No. of photos required:** 2

**Remarks:** See notes 1 and 17

---

**Destination and travelers:** Zaire. All.

**No. of photos required:** 4

**Remarks:** See notes 2, 3, 4, 8, and 12

---

**Destination and travelers:** Zambia. All.

**No. of photos required:** 1

**Remarks:** See notes 1, 2, 6, 15, and 16

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**Destination and travelers:** Zimbabwe. All (except TDY)

**No. of photos required:** None

**Remarks:** See note 1

---

Notes:

1. Personnel will furnish invitation, travel plans, purpose of trip, length of stay, date of departure from the United States, and date of arrival. (Also information on marital status and number of children may be required.)

2. Visa application forms must be signed by applicant. (USASCAF is not authorized to sign for the applicant.)

3. Additional photos and negatives are required for use by personnel on arrival. See the FCG.

4. Applicants must sign their passports before applying for visas. At least 2 weeks extra processing time (for mailing from USASCAF to applicant and return to USASCAF) must be allowed.

5. This listing does not apply to aliens. See the FCG.

6. A visa is not required for leave or TDY less than 90 days.

7. For PCS, the visa is valid as long as the passport is valid, but travelers must enter the Azores within 120 days of the visa issue date. For TDY and leave, the visa is valid for 120 days and for only one entry.

8. For further information, refer to the FCG.

9. A visa is required if the stay is more than 60 days.

10. A visa must be obtained after arrival in the country.

11. Leave orders must be in French and English.

12. So that signature may be obtained with the least delay, notify CDR, USASCAF, ATTN: ANR-TR-P, by message of any change in the applicant's address.

13. An Israeli visa will prevent entry.

14. The applicant must sign three visa applications.

15. The applicant may be authorized two passports before departing the United States if he or she is traveling to Benin, Cameroon, Mozambique, Nigeria, Zimbabwe, South Africa, or Tanzania.

16. Because of unsettled conditions and frequent changes in travel requirements of this country, the applicant should contact the Passport Office, Department of State, or USASCAF before applying for a passport.

17. Photographs must be signed across the bottom.

18. Two visa applications must be completed by the applicant before obtaining the visa.

19. Family members 16 years old and under are exempt from visa requirements.

20. Photographs are not required for visas but are for use after arrival overseas. Individuals should keep photos and negatives in their possession.

21. For leave, only passports are required if the traveler has entered Guyana from the United States and has a round-trip ticket.

22. Personnel will furnish two copies of a signed autobiography (including educational background and military schools attended).

23. Personnel traveling to Israel and Arab countries are authorized two passports before departing the United States unless assigned to the United Nations Truce Supervision Organization Observers.

24. Only military personnel assigned to the Military Assistance Advisory Group (MAAG) need passports and visas. Photographs are required for regular passports only; family members of personnel assigned to the MAAG receive official passports. The age of children must be given.

25. North Atlantic Treaty Organization (NATO) personnel may enter Portugal without passports and visas if travel orders state that they are traveling on NATO business and they possess identification cards.

26. Only civilian employees are authorized official travel to Taiwan. The traveler must have a tourist passport and be approved by the Department of State. Contact USASCAF for further information.

27. Personnel who will not be staying at the US Embassy after arrival in the Union of Soviet Socialist Republics must also furnish a copy of a prepaid voucher showing confirmation of, and advance payment for, hotel accommodations.

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## Appendix D Passport and Visa Photographs

### D-1. Passport photographs

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

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

b. Photographs must be 2 by 2 inches. The image size, measured from the bottom of the chin to the top of the head (including hair), will be at least 1 inch and no more than 1 3/8 inches. (On request, the Passport Office will provide copies of Department of State Circular M-305 (Passport Photographs) to agents or photographers.)

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

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

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

f. A passport photograph identifies the passport applicant. If glasses, a hearing device, a 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.

g. Photographs will be taken in normal street attire without a hat. Only applicants who are in the active service of the Armed Forces and who are traveling abroad in the course of their duties may submit photographs in the uniform of the US Armed Forces; however, conservative street attire is the most acceptable.

h. Photographs must be able to withstand temperatures of up to 225 degrees Fahrenheit (106 degrees Celsius) for 30 seconds.

i. Photographs must be printed on thin paper so that the seal and legend that are applied to the photograph will be effective.

j. Automatic and self-developing (instant prints) are acceptable for passport photographs if they meet all other requirements and can withstand the mounting temperatures.

k. A matte- or dull-finished photograph is preferred, but shiny or glossy prints are acceptable.

l. Photographs that will not be accepted are—

(1) Those printed on thick paper or on layered paper so that the front layer of the photograph may easily be separated from the back layer.

(2) Vending machine photographs that cannot withstand mounting temperatures and will not adhere properly to the passport page.

(3) Newspaper and magazine prints.

(4) Matte or other sprays designed to produce a dull or nonglossy finish.

(5) Photographs with waxed backs or other coatings that lessen adhesiveness.

### D-2. Signatures

a. Both photographs must be signed by the applicant (except per *b* below) in the presence of the passport agent. The applicant must sign the photographs in the center on the back side. The signatures on the photographs must match the signature on the application and must agree with, but need not be identical to, the name on line 1 of the passport application.

b. A person completing an application for 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)." It is recommended that the nonmilitary parent sign the passport applications and photos for minor children.

### D-3. Attaching photographs to the application

One of the photographs submitted will be attached to the application in the space provided; attach with four staples, one in each corner. The upper right corner of the bearer's photograph should be aligned with the upper right corner of the bearer's photo block. The other photograph will be attached to the application along with other documents (para 2-7). Passport agents should be careful not to impress their seal or stamp on either photograph.

### D-4. Visa photographs

*Travelers to some countries will need to submit additional photographs for visa purposes. When required, additional photographs must be attached to copy 5 of DD Form 1056.*

a. Photographs for visas must meet the specifications in paragraph D-1 above.

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

## Glossary

### Section I Abbreviations

#### APOD

aerial port of debarkation

#### APOE

aerial port of embarkation

#### CDR

commander

#### COHORT

Cohesion, Operational Readiness, and Training

#### DSP

Department of State forms

#### FCG

Foreign Clearance Guide

#### FS

Foreign Service forms

#### HQDA

Headquarters, Department of the Army

#### INS

Immigration and Naturalization Service

#### JCS

Joint Chiefs of Staff

#### LSU

Logistic Support Unit

#### MFO

Multinational Force and Observers

#### MILPERCEN

US Army Military Personnel Center

#### NCR

National Capital Region

#### OSD

Office of the Secretary of Defense

#### PAP

Personnel Assistance Point

#### PCS

permanent change of station

#### SSN

Social Security Number

#### TDY

temporary duty

#### TTPI

Trust Territories of the Pacific Islands

#### USASCAF

US Army Service Center for the Armed Forces

## Section II Terms

### Foreign Clearance Guide

A reference document containing special travel areas, foreign country entrance requirements, and oversea commanders' requirements concerning visits within their area of command.

### Passport agents

Persons authorized by Department of State, Passport Services, or a commander of an oversea command or unified command to accept passport applications.

### Passports

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

#### (1) No-fee passports.

##### (a) Diplomatic passports (no-fee/black).

Passport issued to specific officers and employees of the US Government traveling abroad on official diplomatic business. The family members of such persons may also receive diplomatic passports. The issue of diplomatic passports is based on duty assignments and an accreditation list maintained by the Department of State.

##### (b) Official passports (no-fee/maroon).

Passports issued to officials and employees of the US Government traveling abroad in the course of their duties. They are issued, as required, to military members traveling overseas for TDY or a PCS; they are normally issued to family members of military members who need official passports for entry into the countries where assigned. Official passports are also issued to DA civilian personnel for TDY or PCS and to their family members when authorized to accompany or join the sponsor.

(c) Regular passport (no-fee/blue). Passports issued to family members of a military member whose assignment does not warrant issuing the family members diplomatic or official passports. Regular passports are also issued to command-sponsored DA civilian employees and their family members on PCS assignments to the Republic of Panama. Family member's passports are identified by an indorsement, usually on page 5 of the passport, by the issuing agency. The passports are also issued to nonappropriated fund employees.

(2) Regular (tourist) passport (fee). Passports that are issued for a full fee to citizens or nationals of the United States who are—

(a) Traveling abroad for business or personal (on leave or as tourists) reasons.

(b) Not authorized Government transportation (individually sponsored family members).

### Regional passport office

An office authorized by the Department of State to process no-fee passport applications for military family members not requiring visas.

### Service member

DA military and civilian personnel.

### Visa

Permission granted by a country's government for the bearer to enter that country while the visa is valid. A visa is usually an imprinted stamp on one of the pages in a passport.



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