

**DISCLAIMER: As a DOD-Agent I can only inquire about your passport status as to why the processing time has gone beyond 6-8 weeks to the Special Issuance Agency by way of email or phone. Processing times are based on the workload of the State Department.**

Notes:

*Before scheduling an appointment to initiate an official passport request, please ensure eligibility criteria is met and that you have all required documents readily available, details below.*

*Please note that a Memorandum In Lieu of Orders (MILO) cannot be used for passports being issued due to PCS, you must have your orders available. For cases where a MILO is authorized, it must be PRE-APPROVED before you submit an application. Please see attach for further instructions.*

*Ensure all applicants are indeed eligible to request a special issuance passport IAW requirements outlined for your destination(s) in the Foreign Clearance Guide- if in doubt, please ask for clarification.*

Please follow these directions carefully. **Failure to have required documentation (to include copies of documents) will result in your appointment being rescheduled for a later date.** Our suggestion is that you use the following as a checklist [per applicant]:

1. **Valid Orders** (1 single-sided copy for each applicant)
2. **Passport Application** (1 single-sided original for each applicant)

MUST be printed with barcode on left side, not handwritten.

Complete the departure and return date, and destination (country being assigned to) on the application- if unsure, use you RNLTD as departure, and add the required years per your tour length to get the return date.

No handwritten edits to applications, everything must be typed.

**DO NOT SIGN APPLICATION UNTIL THE PASSPORT AGENT INSTRUCTS YOU TO DO SO.**

To initiate application, visit <https://travel.state.gov/> **\*\*works best in Google chrome\*\*** Select either DS-11 or DS-82, as appropriate:

**DS-11:** never been issued an official passport or if you have lost your passport. When given the “have you ever been issued a passport before” prompt, you will select NO (they are referring to official passports, not tourist passports)

**DS-82:** renewing your official passport (A NO-FEE IS NOT AN Official)

3. **Proof of Citizenship** (original + 1 copy)

For initial request, this can be either a birth certificate (required for minors ALWAYS) or passport

For renewal, must include the official passport +1 copy of photo page

If last name is different than birth certificate, must provide marriage certificate (original + 1 copy)

**4. Copy of Military ID** (front and back on single sided page)

Dependent spouses should have copy of their ID and the sponsor's ID

Minors should have copies of both parent IDs. (see info below regarding minors)

**5. 2 Passport Photos** (Please have these already cut out to the 2" x 2" size.)

**Helpful tips:**

PHOTOS MUST BE 2" x 2". HEAD SIZE MUST BE 1 3/8" (Plain or Collared Shirt) - Walgreens and CVS do passport photos (save your receipt for your travel voucher)

Photos can be done at the Maxwell Multimedia Center located at BLDG 645 adjoined with the Bowling Alley **BY APPOINTMENTS ONLY**. You will need to obtain an AF Form 833 from the passport agent first. Their DSN is 493-7981.

**Children under 16:** Both parents **MUST** be present at the appointment. If both parents cannot appear in person, please see answer #7 at the following link:

<https://travel.state.gov/content/travel/en/passports/need-passport/under-16.html>

- 6.** If you have all required documents available and are ready to submit your passport application, please email me/reply by stating that you have reviewed the application requirements and have everything available to submit your request. Appointments will be scheduled MON-WED between 0900-1500. **Note: all applicants must be physically present the day of the appointment.**

**Contact info:**

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