

PASSPORT/VISA REQUESTS

1. You must be traveling on "OFFICIAL GOVERNMENT BUSINESS" (PCS or TDY Status) or be command-sponsored family members to apply for a Passport and/or Visa through this office. **DO NOT WAIT UNTIL THE LAST MINUTE TO APPLY FOR PASSPORTS/VISAS.** The State Department (DOS) requires a minimum of 30-45 days for each application. Maximum processing time is generally 60 days if multiple visa processing is included, since they are sent to each embassy. **NO TOURIST PASSPORTS ARE PROCESSED HERE.** DOD personnel and family members **are advised** to obtain regular fee (tourist) passports for any personal travel abroad. For info, contact the Passport Acceptance Center located at Main Post Office/Downtown Frederick, PH: 301-624-8019. By appointment only; M-F: 1100-1600 & Sat: 1100- 1400.
2. If you or your dependents are applying for a Passport for the first time, and you/they were born in the United States; the following documents are needed for each person:
 - a. A "**Certified Copy**" of your "**Original Birth Certificate,**" with a **raised, embossed or multicolored seal** or a Naturalization Certificate for those persons naturalized. If you have ever been issued a Passport, it can be used in place of a birth certificate.
 - b. **DS Form 11** (pdf file) is required, and is available on line at http://travel.state.gov/download_applications.html or at the Transportation Office, Building 810, Suite 103. **Most** visa forms are also available **if required.**
 - c. Two identical photos are required with passport applications. Additional photos may be required for visas. Pictures are taken at Audio Visual in Building 810, Room B-1. Their number is 301-619-7597. **DO NOT WEAR MILITARY UNIFORMS FOR PASSPORT/VISA PHOTOS!**
 - d. **All APPLICANTS** must appear in person to sign and have their applications executed. They must also have proof of identity (Military I.D. Card - **preferred**, drivers license, etc.). As of **02 Jul 01**, Public Law 106-113, **requires that both parents (or legal guardians) appear in person and both must sign the application for minors under the age of 14** . When only one parent or no parent is available, additional documentation is required to explain the absence. Both parents must be able to establish their own identify, their relationship to the child and the child's US Citizenship.
 - e. **Effective 01 Feb 04**, the U.S. Department of State's Bureau of Consular Affairs now requires the personal appearance of all minors applying for U.S. passports. This includes children under the age of 14, who were not previously required to appear. The change is being implemented to enhance accurate identification of applicants and aid in the prevention of international child abduction. This information has come to us from the State Department.
3. The Passport Agent will request a copy of your TDY/PCS orders for verification of a passport requirement. If you have been notified of your departure date, and do not have orders yet, a letter/memo from your commander or travel approving official will be necessary before applying. "Sample" memos are available at the Transportation Office to assist you in providing the necessary information.
4. **Make an appointment with the Passport Agent**, Ms. Linda Lookingbill between the hours of 1300 - 1600 at 619-2211, **when you have all of the above-mentioned documents and photos.**
5. For requests for **passport renewals**, **DS Form 82** (pdf file) is required. (above procedures apply).

EXPEDITE REQUESTS

If travel is expected within 30 days or **less**, a letter/memo **must** be submitted requesting **expedited service**. Expedite request **must** be signed by the Installation Commander on **MRMC Letterhead**.