

DoD Passport and Visa Application/Appointment Instruction Sheet

In order to meet stringent audit accountability requirements within DoD, there is NO LONGER the issuance of passports for "JUST IN CASE," "POSSIBLE" or "MAYBE." Agents WILL REQUEST "ALL" applicants to provide orders or travel justification and the destination of required travel. Personnel not able to produce travel orders and/or travel justification due to classification of mission, must have an approved waiver from SIA. There are many types of orders documentation accepted for processing of passports to include: TCS, PCS, TDY, TAD, RIF, RAD, RFO, TEMADD, MOB, CTO airline reservation or itinerary Form 1610, Form 1614/1617, Med Form 555, and ENG Form 4960.

Scheduling appointments for passports/visas processing and photos:

PASSPORT OFFICE IS CLOSED ON THURSDAYS

▶ All passport/visa applications and passport photos are done by **APPOINTMENT ONLY, 706-791-4349 / DSN 780-4349.**

▶ Walk-ins will be rescheduled for a later time.

The passport/visa office is located in: **Darling Hall, Building 33720, Room 262
DHR MPD STRENGTH MANAGEMENT
307 Chamberlain Ave
Fort Gordon, GA 30905-5730**

POC(s):

Larry O. Washington, Passport Agent (706) 791-2914/DSN 780-2914

Email: larry.o.washington.civ@mail.mil

Mrs. Vidella B. Jenkins, Passport Agent (706) 787-1767

Email: vidella.b.jenkins.civ@mail.mil

Mrs. Antoinette C. Noble-Webb, Passport/Family Travel Administrative Assistant (706) 791-4349/DSN 780-4349

Email: antoinette.c.noble-webb.ctr@mail.mil

When to apply for a government no-fee passport:

All active duty military personnel, dependents, DOD Civilians should apply for a government "no-fee" passports after receiving notification of their pending overseas assignment requiring an Official Passport for travel. Determination will be made at that time as to what type of passport(s) and/or visa(s) are required for overseas travel.

EVERYONE APPLYING FOR A PASSPORT MUST APPEAR IN PERSON.

{This includes every family member that is applying for passport and their sponsor}

Processing time for all passports and passports requiring visas:

▶ Passports without visas: approximately 4-6 weeks.

▶ Passports with visa requirement: additional time required, approximately 6-8 weeks. (Must have passport before visa can be requested)

(Additional processing time may be required during peak season, **March through July** and depending on the assignment.)

Required documentation for government no-fee passport (s) as follows:

An original birth certification/Naturalization Certificate with raised seal or multi-colored seal from state vital statistics office is required. If you do not have this, you may use the following web address to obtain one: <http://www.vitalchek.com> **Birth Certificate(s) will accompany application packet, but will be returned when Passport(s) are signed for.**

Previously issued passports: (tourist, no-fee, official or diplomatic) may be used as birth evidence in lieu of original birth certification **except for children under the age of 16, who must submit the original birth certificate with one or both parent's full name on it.** In addition, if there was a previously issued no-fee passport of any kind that too must be submitted.

Marriage Certificate

Legal Documentation of Name Change

A Copy of Orders (PCS, DEPLOYMENT, 1610, ETC...)

Photos will be taken at the Passport Office. If wearing civilian shirt/top please no white or light beige colors.

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE BIRTH EVIDENCE: birth registrations, birth notifications, abstract or hospital birth certificates and no notarized birth evidence.

Applicant (s) must log onto the following Web address and complete passport application/s.
Passport Application (DS-11 or DS-82) Online/Typed (handwritten not accepted)

▶▶▶ <https://travel.state.gov/> ◀◀** If you just have a "Tourist" passport please select "NO" when asked do you have a passport. Regardless if you already have a tourist passport or not fill out the online form **DS-11 (Application for Passport)**. If you have a previous government no fee passport fill out the information on application (**BRING PASSPORT**) and the online form **DS-82** will print for renewal. Once you complete the application on line: you must then print a hard copy.**

Electronic Foreign Clearance Guide: To ensure the need of passports, visit <https://www.fcg.pentagon.mil/>

Passport Matters: Information for visas and applications, visit <https://passportmatters.army.mil/>

(DO NOT SIGN THE HARD COPY APPLICATION UNTIL YOU COME IN FOR YOUR PASSPORT APPOINTMENT. Be sure to use a quality Inkjet or Laserjet printer.

**** Select "Apply for Passport Book"**.** Complete form, disregard the fees noted at the end of application. Click the **"Create Form"** button. Print out application. Must have bar code in upper left corner of page five.