

MEMORANDUM FOR U.S. DEPARTMENT OF STATE  
Special Issuance Agency  
44132 Mercure Cir  
P.O. Box 1185  
Sterling, VA 20166-1185

FROM: *Unit/Squadron*  
*Unit/Squadron Complete*  
*Mailing Address*

SUBJECT: Request Expedite of Passport Application

1. Request passport application(s) for an official passport be expedited on the following individual(s):

*Individual's Full Name*                      *SSAN*                      *DOB*                      *(as completed on application)*

2. Individual(s) will be departing CONUS *date of departure* for *# of days/months* and requires the passport by *date passport required by individual(s)*. Individual(s) was/were notified *date notified* that he/she would be traveling to *state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel*. **Destination on this memorandum must match the DD-1056, application, orders and itinerary.**
3. The last minute processing of this request was necessary because *state reason for last minute processing to obtain an official passport*. (e.g., *only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one*.)
4. Travel cannot be postponed to a later date because (*state reason travel date cannot be altered*).
5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to *name of POC* at Commercial and DSN *number*.
6. **Explanation indicating the absence or inability of a general officer or SES equivalent signature. A paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature. Signatures must be handwritten. No digital. No by direction or "for" signatures**

*SIGNATURE BLOCK*  
*(Signature, Commander)*  
*(General officer or SES equivalent)*  
*(No Digital Signature, Only hand*  
*written signature. Rank/Title of the*  
*(signing individual)*