

Special Issuance Passport (SIP)

APPOINTMENT IS REQUIRED

Passport Acceptance Agent: 315-263-5149

Location: Bldg 102, RM D- 100, D- Wing – Military Personnel Section

For Passport / VISA appointments: usarmy.zama.id-pacific.mbx.usagj-mpd-passports@army.mil

Applicants Name (Last, First, MI): _____ Date: _____

Work Phone: _____ Work Email: _____

PLEASE READ THE WHOLE CHECKLIST CAREFULLY

Bring this checklist with you to your appointment. One checklist per person.

Authorization Documents (Bona Fide Need):

- **SINGLE-SIDED ONLY!**
- Active-Duty - PCS Orders/TDY Orders/MILO/Waiver; – To determine whether a Special Issuance Passport is required, go to <https://www.fcg.pentagon.mil/fcg.cfm>
- Civilian - PCS Orders/TDY Orders/MILO/Waiver
- Civilian Dependents – PCS Orders, must list dependents.
- Active-Duty Dependents – PCS Orders, must list dependents.
- All Dependents need to provide Full SSN of their sponsor.

Passport Application Forms: *UNSIGNED/ TYPED*

Application must be completed using the application wizard found at:

<https://pptform.state.gov/PassportWizardMain.aspx>

- **SINGLE-SIDED ONLY!**
- Handwritten applications **WILL NOT** be accepted. DO NOT STAPLE!
- Application **must have the barcode located on upper left & bottom right** corners of the page.
- Select the Passport Book for \$130 – you **WILL NOT** be charged.

For Minors under 16 years old; Adult first Passport; Lost/Stolen Passport:

Proof of U.S. citizenship (original + 1 photocopy) – First Time Adult Applicant (16 and up)/Minors (under 16)/Lost/Stolen

- U.S. birth certificate (should have parents' names, a seal, registrar's signature, and the date the certificate was filed with the registrar's office – hospital birth certificates are not acceptable)
- Consular Report of Birth Abroad (Form FS-240/FS-1350)
- Certificate of Naturalization
- Certificate of Citizenship

Parental Consent: Minor (16 and under)

- Parents and minors must be present for the minor's appointment (children under 16).
- One parent must be present for 16-year-old.
- **If parent(s) is/are absent**, a Notarized Statement of Consent: Issuance of a U.S. Passport to a Child is required (Form DS-3053) along with a photocopy of the front and back side of the ID that they present to the notary public.
- **If you cannot locate the other parent**, submit Form DS-5525 "Statement of Exigent/Special Family Circumstances."
- Court Order establishing primary/sole custody, etc.
- U.S. Birth Certificate, Consular Report of Birth Abroad (FS-240), Naturalization Certificate, Certificate of Citizenship

ORIGINAL and COPY of a Valid Identification Card (ID): of the applying applicant's ID card. (CAC and/or Dependents ID card).

- For minors under the age of 16 –**BOTH** parents ID cards and Front & Back on **ONE sheet of paper (Do not resize copy)**.
- Adults **must** bring original ID Card with a copy.

Special Issuance Passport (SIP): If you have been issued a No-Fee, Official, or Diplomatic passport, you must submit your SIP Passport and a copy.

ORIGINAL and COPY of the Tourist Passport: **If you have a SIP**, you will need to submit the original and a copy of your Tourist Passport.

2 RECENT PHOTOS: The photos must be **2 in X 2 in (5cm x 5cm)** with a white background, civilian attire, and **NO GLASSES.**

- Photos must be recent (within 6 months of application date)
- The photograph should be taken in normal street attire without a hat or other headgear, unless the headgear is part of religious attire that is worn daily.
- There is a photo booth located near the vending machines outside the main PX. If you choose to use this photo booth, select US Passport and follow instructions. Cost ¥800.
- Visual information Center is located at Bldg. 125. Appointments are required. <https://vios-west.army.mil>

**** Once your new Special Issuance Passport has arrived you will acknowledge below ****

I acknowledge and agree the newly received passport reflects the correct information.

Passport #: _____

Signature: _____ **Date:** _____