



JBLM Special Issuance Passport



WE ARE THE ARMY'S HOME



Passport & Visa Services
U.S. Army Installation Management Command

APRIL 2025

Address:
Waller Hall 2140 Liggett Ave
JBLM, WA 98433

Phone:
253-967-2269

Hours:
M-F 0900-1530
(closed daily 1200-1300);
CLOSED on DONSA &
Federal Holidays.

Appointments:
Email for appointment reservation.
(NO WALK-INS)

Email: usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil



Bona Fide Need

- “A legitimate, funded travel requirement for a country that mandates a passport according to the Foreign Clearance Guide. If no travel requirement is present, the passport application will not be accepted.”
- Additionally, it’s important to note that passports are no longer issued for speculative or potential purposes. The baseline for this process is the Foreign Clearance Guide (FCG), U.S. Code of Federal Regulations (22 CFR Part 51), and Department of Defense Delegation (DoDD 1000.21).
- To justify the need for a Special Issuance Passport, applicants must provide sufficient documentation. For instance, fully executed individual Travel Authorization (TDY), civilian Permanent Change of Station (PCS) orders, or military PCS orders that explicitly mention a country requiring an official passport per the Foreign Clearance Guide.
- In summary, applicants must demonstrate a bona fide need for a Special Issuance Passport by providing travel information and identifying the destination that necessitates this specific passport for entry or exit from the country listed on their orders.

JBLM SPECIAL ISSUANCE PASSPORT

• Required Documents:

- 1.) DS 11 or DS 82
- 2.) Original Citizenship & 1 copy of the citizenship
- 3.) Orders, approved MILO or SIA Waiver
- 4.) Copy CAC front & back

5.) Additional Documents

We may request additional documents from applicants who have special circumstances.



Continued: REQUIRED DOCUMENTS

1. DS-11 Form:

1. Complete the entire application form online.
2. Print only **pages 5 and 6**, ensuring that the top left corner contains a 2D barcode.
3. **Do not sign the application.**

2. DS-82 Form:

1. If you've previously been issued any type of passport, remember to bring it with you.
2. Complete the entire application form online.
3. Print only **pages 5 and 6**, ensuring that the top left corner contains a 2D barcode.
4. **Do not sign the application.**

3. Identification:

1. Make one clear copy of your CAC or Driver License front and back. Copies can be on the same page or two single pages (no double side copies). Passport Services are exempt from the Department of Defense policy against photocopying military identification cards (FEDPARG137).

4. Valid Proof of U.S. Citizenship ***You Must be a U.S. Citizen*** (Choose one):

1. Original "State Issued" Birth Certificate or Certificate of Birth Abroad:
 1. Bring the original and one copy.
 2. Note: Hospital, memorabilia, or souvenir certificates are **not** acceptable.
 3. **For Texas & California Birth Certificates:** Those with the word "Abstract" or without the Institution of Birth (Hospital) listed are not acceptable.
1. Original Passport or Naturalization Certificate or Certificate of Citizenship:
 1. Bring the original and one copy.
 2. Passport must be issued on/after your **16th birthday** and cannot be more than **15 years** from the date of issuance.

5. PCS Orders/Travel Authorization or an approved MILO:

1. Orders - A legitimated, funded, travel requirement to a country that requires a passport per the FCG.
NOTE: As of 4 Nov 2024, NO DD Form 1610 – provide approved/funded Travel Authorization (ref page 26).
2. MILO info and template on page 22 & 23. The **MILO option** is **not available** for family members (dependents). To be eligible, family members must have **PCS orders** with their names listed

Remember to follow these guidelines carefully to avoid any delays in processing your passport!



Continued: REQUIRED DOCUMENTS - Spouse, Dependent(s) & Minor Child(ren)

Here are the specific requirements for different types of dependents:

1. Dependents Ages 16 and Older:

1. Military Dependents:
 1. Submit a front and back copy of their dependent ID.
 2. Additionally, include a copy of the Sponsor's Common Access Card (CAC) with each application.
2. DoD Civilian Dependents:
 1. Provide a front and back copy of the dependent's State ID or Driver License.
 2. Include a copy of the Sponsor's CAC or Driver License with each dependent's application.

2. Minor Children (Under 16):

1. Both parents listed on the birth certificate must be present to sign the application.
2. If only one parent is available, submit **Form DS 3053** on behalf of the non-applying parent (more information can be found on page 25).
3. Submit a front and back copy of both parents' IDs (either CAC or Driver License).

3. Applicants with Name Changes:

1. If your name differs from your citizenship documentation due to a name change, include the following original documents:
 1. Marriage Certificate
 2. Court Order
 3. Divorce Decree, etc.

4. Additional Documents:

1. In special circumstances, we may request additional documents from applicants

Remember to carefully follow these guidelines to avoid any delays in processing your passport application!



MOST COMMON MISTAKES**1. Typed Application:**

1. It is mandatory for all applicants to type their applications using the provided wizard link. This link generates a barcode.
2. Avoid Googling an application. Applications cannot be edited in any way.
3. Even if you edit the application via PDF or any other software, the **barcode will only reflect the original information** initially entered.

2. Missing Documents:

1. **Original documents** are required for passport processing.
2. **No exceptions:** DA Form 4187, PoA, Memo from CMD, ETP, etc., are **NOT** acceptable.
3. If you lack the original birth certificate, birth abroad, marriage certificate, or other necessary documents, request them from the original source before scheduling an appointment. Colored photocopies are insufficient, **MUST BE ORIGINAL**.

3. Nicknames:

1. Do not list nicknames in the **“known by other names”** section, only list if there is **legal documentation** supporting a name change.

4. Names on Proof of Citizenship:

1. Ensure that names are spelled correctly and fully provided, as per the proof of citizenship.
2. The online application does not have an asterisk on middle name, but it is required if you have a middle name. Please do not forget this! If you have a long name, you will type as much characters as allowed.

5. Parent Information:

- **Mother’s Name at Birth:** In most cases, your mother’s maiden name is already listed on your birth certificate. If it’s missing, please ensure you include your mother’s name “at birth,” even if her last name has changed since then.
- If both or one parent is listed on your birth certificate, it is **mandatory** to include their full name(s), regardless of your personal relationship with them.
- If your parent(s) have passed away and are mentioned on your birth certificate, please include them.
- Step-parents should only be listed if they are documented on your birth certificate.
- Include Parents DoB and Place of Birth if it is on your birth certificate.

We serve the military community but adhere to Department of State (DoS) policies and regulations, and each applicant must meet the minimum requirement.



Link to Passport Application



<https://pptform.state.gov>

**ALL APPLICANTS MUST
APPEAR IN PERSON
(regardless of age)**

Fill out your application online

What you'll need:

- Most recent passport book (if applicable)
- Emergency contact information
- A printer
- Adobe Acrobat Reader

Complete Online & Print

- Apply for a first-time passport book or card
- Renew your passport book or card
- Apply for a child's passport book or card
- Update or correct passport information
- Replace a damaged or limited validity passport

Submit

Report Lost or Stolen

- SUBMIT ONLINE : A lost or stolen report for an adult
- Print out and mail : A lost or stolen report for an adult
- Print out and mail : A lost or stolen report for a minor

Check Status

- Check the status of a recently submitted passport application

Step 1: Fill In Personal Information

About the Applicant

First Name: *

Middle Name:

Last Name: *

Suffix:

Date Of Birth (MM/DD/YYYY): * ?

City Of Birth: * ?

Country Of Birth: * ?

State/Territory Of Birth: * ?

Social Security Number: * ?

Sex: *

☐ Male ☐ Female

Height: *

Feet: Inches:

Hair Color: *

Eye Color: *

Occupation: * ?

Employer or School: ?

<< Previous

Next >>

Please note: If your middle name is listed on your Birth Certificate, you are **required** to provide it on the application, even though the middle name does not have an asterisk. Your name must match the way it is written on your proof of citizenship.

Passport applications must match the original documentation submitted.



Step 2: Provide Your Address

Contact Information

Where should the passport be mailed?

Note: Please complete this section with a mailing address even if you are picking up your new passport directly from a passport agency.

Street Address/RFD#, P.O. Box, or URB: *

Street Address 2

(apartment, company, suite, unit, building or floor if applicable): ?

City: *

Country: *

State: *

Zip Code: *

In Care Of (e.g. In Care Of - Jane Doe): ?

Is This Your Permanent Address? * ?

☐ Yes ☐ No

Please provide your address, as it is required. Your passport and documents will be returned to our office. Upon receipt, we will send you an email notification for pick-up. Alternatively, you can reply with your mailing address, and we will arrange to ship it to you



Step 3: Methods of Communication

Preferred Method of Communication

Preferred Method of Communication * 

☒ Mail ☐ Email ☐ Both

Your Email Address

Email Address: * 

Confirm Email Address: * 



Provide your Military Email Address or your personal Email Address.

Your Phone Number

Phone Number (no dashes):

Type: ☐ Home ☐ Work ☐ Cell

 Add Another Number



Your phone number **IS REQUIRED** for our application.

<< Previous

Next >>

Step 4: Travel Plans

Travel Plans

Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip (MM/DD/YYYY)? 

Date Of Your Return (MM/DD/YYYY)? 

Countries To Be Visited? 

Note: If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week

Travel Plans:

You may leave this section blank.



Step 5: Emergency Contact

Who should we contact in case of an emergency?

First & Last Name: ?

Street Address / RFD# Or P.O. Box: ?

Apt/Suite#: ?

City: ?

State: ?

Please Select... ▼

Zip Code: ?

Telephone Number (no dashes): ?

Relationship: ?

Provide information
– of a person **NOT**
traveling with you.

<< Previous

Next >>



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Step 6: DS-11 or DS-82

Your Most Recent Passport

Have you been issued any of the following?

Note: If you want to renew your passport, check travel.state.gov/renew to see if you qualify. Only select the document you are renewing: Passport Book, Passport Card, or Both. If you are applying for the first time, select Never had a passport before. *

☐ Passport Book ☐ Passport Card ☐ Both ☐ Never had a passport before

[<< Previous](#)[Next >>](#)

Attention: If you are using your previously issued passport as proof of U.S. citizenship, please click on "Passport Book." However, if you are not using your passport book (for example, if you are using your Birth Certificate), select "Never had a passport before."

Note: When you choose "Passport Book," the form will change to a DS-82. For your appointment, make sure to bring your passport along with a copy of the passport bio page. Remember that the passport must have been issued on or after your 16th birthday and cannot be more than 15 years old from the date of issuance

Selecting Passport Book: DS 82

Your Most Recent Passport

Have you been issued any of the following? *

☒ Passport Book ☐ Passport Card ☐ Both ☐ None

Passport Book

Do you still have the book in your possession? *

☐ Yes ☐ No, it was Lost
☐ Yes, but it was Damaged or Mutilated ☐ No, it has been Stolen

NOTE! By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued (MM/DD/YYYY):

Your name as printed on your most recent book:

First and Middle Name:

Last Name:

Book number:

Be sure to copy information from your passport accurately.

Passport number is located on the top right corner.



Step 7: Parent & Spouse's Information

Applicant's Parent & Spouse Information

Note: Please fill in as much information as you know.

If completing as a **THIRD PARTY** or **PARENT OF MINOR**, complete the form in the context of the applicant **NOT** yourself.

Mother/Father/Parent Of Applicant ☐ Unknown

First & Middle Name: *

Last Name (at Parent's Birth): *

Date Of Birth (MM/DD/YYYY): ?

Place Of Birth: ?

Sex: *

☐ Male ☐ Female

U.S. Citizen: * ?

☐ Yes ☐ No

Mother/Father/Parent Of Applicant ☐ Unknown

First & Middle Name: *

Last Name (at Parent's Birth): *

Date Of Birth (MM/DD/YYYY): ?

Place Of Birth: ?

Sex: *

☐ Male ☐ Female

U.S. Citizen: * ?

☐ Yes ☐ No

Spouse Of Applicant

Has Applicant Ever Been Married? * ?

☐ Yes ☐ No

Provide your Parents Full Name exactly as printed on your birth certificate.

Provide your Parents Date of Birth and/or Place of Birth. If you don't know, check your Birth Certificate.

Note: Ensure that *Mother's* last name is her birth name (maiden last name)

<< Previous

Next >>



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Step 8: Other Names?

Are you known by other names?

Other Names 

Other First Name:

Other Last Name:

 Add Another Name

<< Previous

Next >>

List all other names you have “LEGALLY” used (Examples: Maiden name, Previous Marriage, Legal name change(s).

Note: **DO NOT LIST NICKNAME(s)** unless it was a legal name that was changed, removed or added. **Any name(s) listed in these boxes must be accompanied by an “ORIGINAL” legal document to suffice.**

Step 9: Review

This is your final opportunity to review for any errors. If you print the application with mistakes, you will need to retype the entire form. Even a single error, whether significant or minor, will necessitate a complete retype.

The barcode associated with the printed application will always reflect the original content when scanned

LAST CHANCE

JBLM SPECIAL ISSUANCE PASSPORT

Personal Application Review

Review the data below and make edits if needed

Name Provided: **HO B YU**
 Date Of Birth: **01/31/1991**
 Place Of Birth: **WINDSOR VT**
 Social Security Number: **[REDACTED]**
 Sex: **Male**
 Height: **5FT. 0IN.**
 Hair Color: **BLONDE**
 Eye Color: **GREEN**
 Occupation: **ARMY**
 Employer: **ARMY**

Edit

Mailing Street Address: **12**
 Mailing Street Address 2: **34**
 City: **WE**
 Country: **USA**
 State: **WA**
 Zip Code: **23341**
 In Care Of:

Edit

Permanent Address Same As Mailing Address?: **Yes**

Edit

Email Address: **[REDACTED]**
 Home Phone: **[REDACTED]**

Edit

Date Of Trip:
 Return Date from Trip:
 Countries To Be Visited:

Edit

Emergency Contact: **STE**
 Relationship: **FRIEND**
 Street Address: **[REDACTED]**
 Apartment Number:
 City:
 State:
 Zip Code:
 Contact Phone:

Edit

Step 10: Products and Fees

Passport Products and Fees

Travel Document For HO B YU

Passport Options

- ☒ Passport Book (\$110): ?
- ☐ Passport Card (\$30): ?

The U.S. Passport Card **CANNOT** be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

- ☐ Passport Book & Card (\$140): ?

Additional Fees

☐ File Search (\$150): ?

Acceptance Fee: ? \$25

Total Payable to "Department of State"	\$0.00
Payable to your acceptance facility	\$25.00
Total	\$25.00

U.S. Government Employees and U.S. Military Personnel:** If your federal agency or military branch travel coordinator has instructed you to apply for a no-fee passport for official government travel, please *select Passport Book **ONLY and continue.

Please note that all official passports have 28 pages.

**Select "Passport Book"
YOU WILL NOT BE
ASKED FOR ANY
FORM OF PAYMENT
AND YOU WILL **NOT**
PAY ANYTHING
REGARDLESS OF
THIS SELECTION!!!**

<< Previous

Next >>



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Step 11: Submit & Print Application

3 What to Submit With Your Form(s)



One Recent Passport Photo

[Click here](#) to view details on submitting a passport photo



Correct Passport Fees

Your total passport fees are:
\$135.00

See the [Passport Fees](#) for more information.



Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of [How to Apply in Person for a Passport](#).




Proof of Identity

Valid Photo ID, like a Driver's License. [Click here](#) for more information on submitting Proof of Identity

Print pages 5 and 6
(single side).

**Do not sign the
application!**

Check this box & Create the form

 ☐ I have read and acknowledge the steps and information contained above.

1. Create Form

This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. If there is an error in your form(s), please start a new application.

 [Create Form](#)

2. Exit and Start New Form

This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

[Start New Application](#)



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MILO TEMPLATE

E X A M P L E, Please use command specific data on your
command letter head in memo format

XXXX-XX

13 January 2013

MEMORANDUM FOR Department of State, Special Issuance Agency (SIA)

To: CA/PPT/SIA Official Passport Section

Through: Passport Services Division, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060

Approve: (PSD signs here) Disapprove: (Or PSD signs here)

SUBJECT: Request for Official Passport(s) with Memorandum in Lieu of Orders
(Identify the appropriate subject)

1. Request the following individual(s) be Issued an official passport
(Select and identify the correct option, delete options not required)

(a) Initial Official Passport (b) Renewal of an Official Passport	{ Provide accurate information } { Be specific, utilize the correct action } { Memos providing incorrect data or missing } { data, request will not be processed }
--	---

<u>NAME</u>	<u>RANK</u>	<u>DOB (YYYYMMDD)</u>
John T. Doe	GS-9	20080515
<u>Position Title:</u>		
<u>Name of office:</u>		
<u>Current official passport number</u> 000000000		
<u>Current official passport Expiration Date:</u>		

2. (USE COMMAND SPECIFIC INFORMATION) (THIS IS AN EXAMPLE ONLY)
The above service member/civilian is (are) assigned to the USAG Stuttgart Military Personnel Det (MPD). This member/Individual will be traveling to NON-NATO countries to include (list "1" Non Nato Country) from 01 October 2007 until 31 March 2008, in support of Operation Enduring Freedom. (Must be specific in regards to travel)
3. (PROVIDE A DETAILED JUSTIFICATION)(BE SURE TO JUSTIFY WHY OFFICIAL TRAVEL ORDERS ARE NOT AVAILABLE FOR THIS TRAVEL)(PROVIDE TASKING DOCUMENTATION/INFORMATION VERIFYING THE NEED FOR A PASSPORT) (THIS IS ONLY AN EXAMPLE) JUSTIFICATION FOR TRAVEL: (YOUR ORGANIZATION NAME) is responsible for providing assistance for (unclassified mission responsibility) to the U.S. Army Europe, U.S. Army Central Command, other Department of Defense activities, NATO, and UN forces. The ability of this (service member/civilian) to travel in these areas is critical to the Department of Defense mission. Orders are not available because (state purpose). (Justification for primary official passports must include amplifying data and be as descriptive as possible. Send supporting tasking documentation to display the bona fide need for an official passport with the request. Display a clear job related need for the official passport(s).)
4. (REVIEW THE FOREIGN CLEARANCE GUIDE) (<https://www.fcg.pentagon.mil/fcg.cfm>) (if your place of travel does not reflect the requirement for an official passport it will be denied) VISA is not required per operations orders or Foreign Clearance Guide.
5. (This paragraph is required, do not delete when filling out the template) This Memorandum in Lieu of Orders is valid for 30 days from the date of authorizing official signature. Deployment

E X A M P L E, Please use command specific data on your
command letter head in memo format.

E X A M P L E, Please use command specific data on your
command letter head in memo format

Movement memorandums and FORSCOM memorandums is valid for 180 days from the date of authorizing official signature.

6. (USE POINTS OF CONTACTS WITHIN YOUR COMMAND) (THIS IS AN EXAMPLE)(Send this completed and O-6 signed memorandum and supporting tasking documentation as a request to usarmy.belvoir.hqda-oaa-det.mbx.exception-options@army.mil for processing). The point of contact for this request is (input name POC) at DSN (XXX) XXX- XXXX and email address.

(Signed by O-6 / GS 15 or above) (can be hand signed or digitally signed with verifiable certificates)
Rank/Grade level
Position Title

EXAMPLE ONLY

E X A M P L E, Please use command specific data on your
command letter head in memo format.

Please email us for the template



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MILO INFORMATION

- When orders are not available, DoD members/units may request official passports using a memorandum in lieu of orders. The PSD handles the vetting of all Department of Defense (DoD) employee's and military member's official passport requests for any mission/assignment tasked where official travel orders may not be available through these three official passport issuance exception options. These exception options can apply to any DoD employee/military member for various reasons that must be justified through PSD as part of the exception process.
- The memorandum must list a country that requires military members to have a passport per the Foreign Clearance Guide. This memorandum must have significant justification information including additional tasking documentation on the travel tasking requiring the bona fide need for official passports and why orders are not available, or able to be issued in time for travel. The memorandum request must be signed by an O-6 or equivalent from the organization that is requesting the exception. This option requires an electronic signature from PSD on the approve line to be valid. Send the MILO request along with justification to: USARMY Ft Belvoir HQDA OAA DET Mailbox EXCEPTION OPTIONS usarmy.belvoir.hqda-oaa-det.mbx.exception-options@army.mil; Please send us a copy after approval.

The MILO option is not available for family members (dependents). To be eligible, family members must have PCS orders with their names listed. For unit/groups with 36+, please email us for the Deployment MILO Template.



DS 64: Statement Lost/Stolen



CLEAR

U.S. Department of State

OMB Control No. 1405-0014
 Expiration Date: 01-31-2025
 Estimated Burden: 5 Minutes

STATEMENT REGARDING A VALID LOST OR STOLEN U.S. PASSPORT BOOK AND/OR CARD
Please Print Legibly or Type Using Black Ink Only.

IMPORTANT NOTICE

A U.S. national may not normally bear more than one valid or potentially valid U.S. passport book and/or card at a time. Therefore, a statement is required when applying for a new U.S. passport if the previously valid or potentially valid passport is not submitted. Your statement must detail why the previous valid U.S. passport cannot be presented. The information you provide on this form will be placed into the Consular Lost and Stolen Passport System, which is designed to prevent the misuse of all reported valid lost or stolen U.S. passports. If more than one valid U.S. passport previously issued to you was lost or stolen, your replacement passport may be limited in validity. **ONCE REPORTED, THE VALID LOST OR STOLEN PASSPORT IS ELECTRONICALLY CANCELLED AND CANNOT BE USED FOR TRAVEL.** Anyone (including the bearer) traveling on a reported lost or stolen passport may be detained upon entering the United States. Should you locate the passport after reporting it lost or stolen, submit it for cancellation to the Consular Lost and Stolen Passport Unit (CLASPU). See page one of this form for contact information.

Please select the document (or documents) that you are reporting and its status.

Valid U.S. Passport Book ☐ Lost ☐ Stolen

Valid U.S. Passport Card ☐ Lost ☐ Stolen

Are you submitting this form in connection with an application for a new U.S. passport book and/or card? ☐ Yes ☐ No

1. IDENTIFYING INFORMATION OF PASSPORT HOLDER *Type or print legibly in black ink in white areas only.*

Last Name	First Name	Middle Name
Has your name changed since the passport was issued? If yes, state the name in which the valid lost or stolen passport was issued.		
Date of Birth (mm-dd-yyyy)	Place of Birth (City & State if in U.S. or City & Country)	Social Security Number
Current Address (Street, City, State, and ZIP Code or Country, if outside the U.S.)		
Telephone Number	Alternative Telephone Number	Email Address

2. VALID LOST OR STOLEN U.S. PASSPORT BOOK/CARD INFORMATION *Answer all questions completely. If you do not know the answer in detail, be as exact as possible.*

The passport book and card have different numbers. Please provide the correct number(s) if known. The passport number on a lost or stolen passport cannot be reused. Explain in detail how your valid U.S. passport book/card was lost or stolen. Include a photocopy of the valid passport book/card if available.

Explain where the loss or theft occurred. Provide the address, if known (City and State, if in the U.S., or City and Country as it is presently known)

On what date was your valid U.S. passport book/card lost or stolen (mm-dd-yyyy)? If unknown, when was the last time you remember it being in your possession?

Did you file a police report? (If yes and the report is available, please submit a copy.) ☐ Yes ☐ No

List your valid lost or stolen U.S. Passport Book, if known: Number Issue Date (mm-dd-yyyy)	List your valid lost or stolen U.S. Passport Card, if known: Number Issue Date (mm-dd-yyyy)
---	---

Have you had any other valid U.S. passport book/card lost or stolen? ☐ Yes ☐ No If yes, how many passports? Approximate date(s)? (mm-dd-yyyy)

Did you file a police report? (If yes and the report is available, please submit a copy.) ☐ Yes ☐ No

3. YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW

I, the undersigned, declare under penalty of perjury all of the following: 1) that I have read and understand the warning on page one of this form; 2) the information provided herein is correct and complete; 3) I have not given my U.S. passport book and/or passport card to another person or disposed of it in an unauthorized manner; 4) I understand that the U.S. passport(s) I report as missing will be invalidated and cannot be used; and 5) if I subsequently find and recover it, I will immediately return the passport book and/or passport card to Passport Services at the address on page one of this form or to the nearest U.S. passport agency, U.S. embassy or U.S. consulate if abroad, and I will not attempt to use it.

Applicant's Legal Signature - age 16 or older	Date (mm/dd/yyyy)
Mother/Father/Parent/Guardian Legal Signature if identifying minor under age 16	Date (mm/dd/yyyy)
Mother/Father/Parent/Guardian Legal Signature if identifying minor under age 16	Date (mm/dd/yyyy)

Both parents or guardians of a child younger than 18 years old must sign and provide a front and back photograph of ID when submitting this form on the child's behalf unless one parent or guardian has sole authority to obtain a passport pursuant to 22 C.F.R. §1.23. If there is sole authority, include a copy of a supporting document with this form, such as a court order providing sole legal custody or form DS-5525, Statement of Sole/Specific Family Circumstances for Issuance of a U.S. Passport to a Minor Under Age 16.

Please complete this form and submit it along with your application if you have been issued any type of no-fee passport (government) that is still valid. You can either type or neatly handwrite the form in black ink. If your handwriting is not legible, please type it!

DS 3053: Statement of Consent




U.S. Department of State
**STATEMENT OF CONSENT:
U.S. PASSPORT ISSUANCE TO A CHILD**

OMB Control No. 1405-0129
Expiration Date: 10-31-2027
Estimated Burden: 20 Minutes

Print legibly or type using black ink only. If you make an error, complete a new form. Do not correct.

Reset

SECTION 1. CHILD APPLYING FOR A U.S. PASSPORT Print your child's name as it appears on the passport application (Form DS-11) and child's birthdate.	
a. Child's Name (LAST, FIRST MIDDLE) Example: SMITH, JOHN ROBERT	b. Child's Birthdate (MM-DD-YYYY) <input type="checkbox"/> Check box if age 16 or 17
SECTION 2. ADULT APPLYING IN PERSON WITH CHILD UNDER AGE 16 Print name of adult appearing in person to apply for a U.S. passport and relationship to the above-named child.	
a. Applying Adult's Name (LAST, FIRST MIDDLE)	b. Applying Adult's Relationship to Child (Check one) <input type="checkbox"/> Legal Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party
SECTION 3. STATEMENT OF CONSENT FOR PASSPORT ISSUANCE TO THE CHILD In blank space 1 (and blank space 2, if applicable) below, print the full name(s) of the legal parent/legal guardian(s) who cannot appear in-person with the minor child to apply for the passport. Then complete the address and contact details in the boxes below.	
I/We, 1) _____ and 2) _____ consent to the issuance of a United States passport to the minor child. I/We consent for the adult named in Section 2 to accompany the minor child and to execute the passport application if the minor child is under age 16. This consent is unconditional regarding passport validity and travel. This consent is valid for the issuance of a U.S. passport book and card unless otherwise stated in writing here _____ Example: "Issue passport book only" or "Issue passport card only"	
1) Non-Applying Legal Parent/Guardian Address and Contact Details Street Address: _____ City, State/Country, Zip Code: _____ Phone: _____ Email: _____	2) Non-Applying Legal Parent/Guardian Address and Contact Details <input type="checkbox"/> Check box if same as 1 Street Address: _____ City, State/Country, Zip Code: _____ Phone: _____ Email: _____
SECTION 4. OATH/AFFIRMATION. STOP HERE! Do not sign this form until requested to do so by a Passport Authorizing Officer or Notary. This section must be signed by the affiant(s) named in Section 3 of this form.	
OATH: I solemnly swear (or affirm) that the above information given by me is true and correct to the best of my knowledge and belief.	
1) Non-Applying Legal Parent/Legal Guardian Signature _____ _____ Date _____	2) Non-Applying Legal Parent/Legal Guardian Signature _____ _____ Date _____
1) Non-Applying Legal Parent/Guardian Identifying Documents: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military <input type="checkbox"/> Other _____ Name: _____ ID Number: _____ Place of Issue: _____ Issue Date: _____ Expire Date: _____	2) Non-Applying Legal Parent/Guardian Identifying Documents: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military <input type="checkbox"/> Other _____ Name: _____ ID Number: _____ Place of Issue: _____ Issue Date: _____ Expire Date: _____
On the date specified above and below, the affiant(s) listed above who is/are not related to me, personally appeared before me and executed this consent for the uses and purposes therein contained. I have properly verified the identity of the affiant(s) by personally viewing the above-notated identification document(s) and matching photocopy(ies).	
Passport Authorizing Officer or Notary Signature _____ _____ Date _____ Location (Agency or City, State) _____	
Attach a clear photocopy of the front and back of the valid government-issued photo identification presented to the passport authorizing officer or notary. This consent is valid for 90 days from the passport authorizing officer or notary's signed date. If this consent expires before submitting the U.S. passport application for the above-named child, new consent is required.	

DS-3053 10-2024

Page 2 of 2

When only one parent is present to sign for a minor under age 16, the applying parent may provide an original notarized Form DS-3053 from the non-applying parent consenting to passport issuance for the minor.

When completed by the non-applying parent, Form DS-3053 must be less than 90 days old (notary date) and be accompanied by a front and back photocopy of his/her Identification.

If there are any mistakes, please complete a new form.



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GUIDANCE FOR TRAVEL ORDERS

Please be aware that the capability to print the following Government forms from within the Defense Travel System (DTS) will be removed effective November 4, 2024:

DD Form 1610 – Request and Authorization for TDY Travel of DoD Personnel

- The existing DTS default printable forms will remain and include all the required elements of the Government forms.
- This change brings DTS into compliance with the Joint Travel Regulations, Section 010206, and the Defense Travel System Regulations, published under the authority of the DoDI 5154.31, Volume 3.
- DTS travelers can continue to use the Print Authorization function to print a physical copy of their DTS authorization as a PDF.
- The travel authorization provided by the traveler must contain an “Authorization number” at the top and block 10 must be populated indicating completed orders
- Based on the available information , after November 2024, PSD believes we can utilize the following two items, hopefully for a short period of time then we may be able to utilize only the Travel Authorization.

The Travel Authorization:

- This will show **the authorization number**, document number, departure point, the overseas destination, accounting classification and authorizing official along with additional misc. trip data .

The Routing List:

- This will show **the authorization number** and approval status.
 - If the routing is yet to be approved the trip is not confirmed and there will be no authorization number.

Guidance provided by Passport Services Division



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IMPORTANT UPDATE: No Walk-Ins Accepted

Time-tap has been discontinued, and we have transitioned to a new appointment system. To schedule an appointment, please email us at:

usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil

All applicant(s) must secure an appointment in advance.

Thank you for your understanding.



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Questions?

We are with customers throughout the day and may not be able to answer all phone calls. Sending an email would be the best option.

usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil

Policies, regulations, & requirements are subject to daily changes.

