





🖈 🖈 👌 WE ARE THE ARMY'S HOME









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





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JBLM SPECIAL ISSUANCE PASSPORT

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.





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.







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JBLM SPECIAL ISSUANCE PASSPORT

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:

- 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!



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JBLM SPECIAL ISSUANCE 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)





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

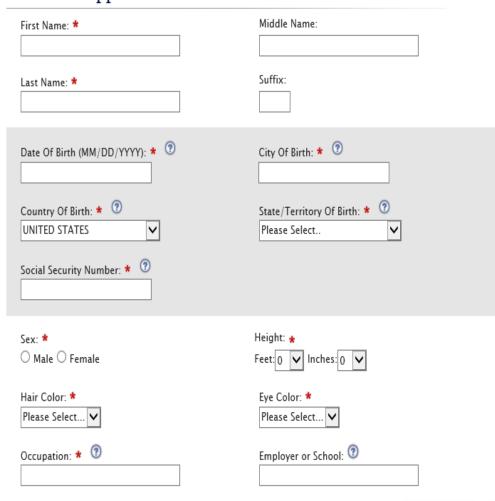
· Check the status of a recently submitted passport application





Step 1: Fill In Personal Information

About the Applicant



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 pass a passport agency.	sport directly from
Street Address / RFD#, P.O. Box, or URB: * Street Address 2 (apartment, company, suite, unit, building or floor if applicable): City: * Country: * UNITED STATES State: * Please Select 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 ★ ② Mail ○ Email ○ Both	
Your Email Address Email Address: * ②	
Confirm Email Address: * ②	Provide your Military Email Address or your personal Email Address.
Your Phone Number	Your phone number IS REQUIRED for our application.
	<pre> <pre> <pre></pre></pre></pre>



Step 4: Travel Plans

Date Of Your Trip (MM/DD/YYYY)?	DD/YYYY)?
	Travel Plans
Countries To Be Visited?	You may leave this section blank
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	



Step 5:Emergency Contact

First & Last Name: 💿		
		Provide information
Street Address / RFD# Or P.O. Box: 1	Apt/Suite#:	of a person NOT
City: ①	State: ②	traveling with you.
city.	Please Select	
Zip Code: 💿	Telephone Number (no dashes): ①	
Relationship: 1		





Step 6: DS-11 or DS-82

Your Most Re	cent Passport				
Have you been issue	d any of the following?				
you qualify. Only sele	ect the document you a	re renewing	tate.gov/renew; to see if : Passport Book, ime, select Never had a		
passport before. *					
O Passport Book	O Passport Card	OBoth	O Never had a passport before		
				<< Previous	Next >>

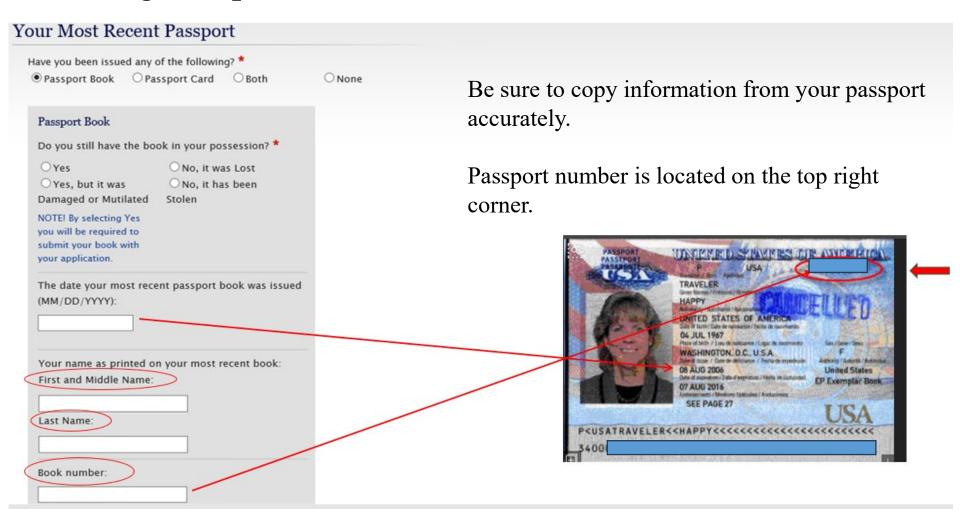
Attention: If you are using your previously issued passport as proof of U.S. citizenship, please click on "Passport Book." However, if you are not using your passport book (for example, if you are using your Birth Certificate), select "Never had a passport before."

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







Step 7: Parent & Spouse's Information

lote: Please fill in as much informati f completing as a <u>THIRD PARTY</u> or <u>l</u>		form in the context of the	applicant <u>NOT</u> yourself.
other/Father/Parent Of Appli	cant Unknown		
First & Middle Name: *	Last Name (at Parent's Birth): *		
Date Of Birth (MM/DD/YYYY): ②	Place Of Birth: ②	Sex: *	U.S. Citizen: * ②
		O Male O Female	○ Yes ○ No
other/Father/Parent Of Appli	icant Unknown		
other/Father/Parent Of Appli	icant Unknown Last Name (at Parent's Birth): *		
	Last Name (at Parent's Birth): *	Sex: ★	U.S. Citizen: * ②
	Last Name (at Parent's Birth): *	Sex: ★ ○ Male ○ Female	U.S. Citizen: * ② O Yes O 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)









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.





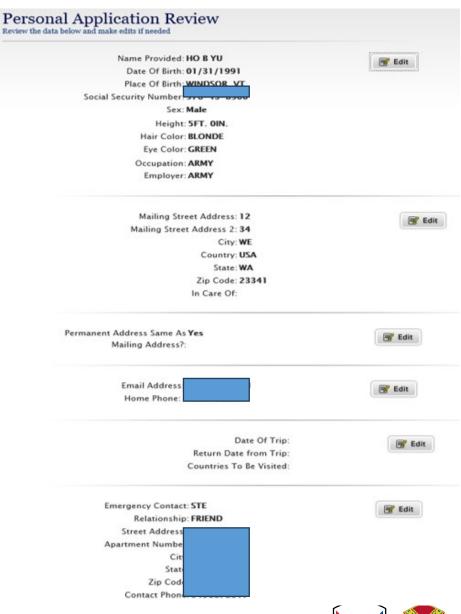
Step 9: Review

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



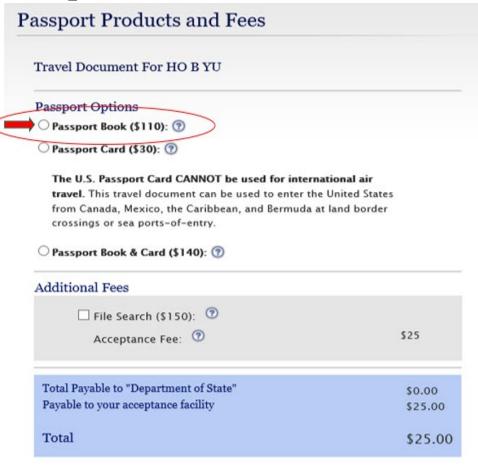
JBLM SPECIAL ISSUANCE PASSPORT







Step 10: Products and Fees



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

*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.







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Step 11: Submit & Print Application





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 <u>Passport Fees</u> 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 <u>How to Apply in Person</u> 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).

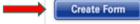
Do not sign the application!

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.



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







MILO TEMPLATE

Position Title: Name of office:

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

XXXX-XX	13 January 2023
MEMORANDUM FOR Department of State, Special Iss	uance Agency (SIA)
To: CA/PPT/SIA Official Passport Section	
Through: Passport Services Division, 9301 Chapek Roa Approve:(SD signs here) Disapprove:((SD signs here)	
SUBJECT: Request for Official Passport(s) with Memora {identify the appropriate subject}	andum in Lieu of Orders
Request the following individual(s) be Issued an (Select and identify the correct option, delete op	
(a) Initial Official Passport (b) Renewal of an Official Passport	{ Provide accurate information } { Be specific, utilize the correct action } {Memos providing inconect data or missing} { data, request will not be processed }
NAME RANK	DOB (YYYYMMDD)

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)

Current official passport number 000000000 Current official passport Expiration Date:

- 3. (PROVIDE A DETAILED JUSTIFICATION) (BE SURE TO JUSTIFY WHY OFFICIAL TRAVEL ORDERS ARE NOT AVAILABLE FOR THIS TRAVEL ORDERS ARE NOT AVAILABLE FOR THIS TRAVEL OF 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. Amy Europe, U.S. Amy 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 pumpose). (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. Department of Defense activities of the order of the official passport of the passport
- (REVIEW THE FOREIGN CLEARANCE GUIDE) (https://www.fcg.penta.gon.mil/fcg.cfm) (if your pixe of travel does not reflect the requirement for an official pasport it will be denied) VISA is not required per operations orders or Foreign Clearance Guide.
- (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.

(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 hoda-oaa-det mbx. exception-options@amy.mll for processing). The point of
contact for this request is (input name POC) at DSN (XXX) XXX. XXXXX 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





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

184	CLEAR	U.S. Departm	ent of State		Expiration Date: 01-31-2025 Estimated Burden: 5 Minutes	
1130	STATEMENT REGARDII	NG A VALID LOST OR	STOLEN U.S. PA	ASSPORT BOO	K AND/OR CARD	
	Plea	se Print Legibly or Typ		nk 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 previous valid U.S. passport is not automated. Your statement must detail why the previous valid U.S. passport cannot be prevented. The information vou provide on this form will be closed into the Consular load and Sciene Passport System, which is designed to prevent the						
	reported valid lost or stolen U.S. passpo					
	may be limited in valuity. ONCE REPORTED, THE VALID LOST OR STOLEN PASSPORT IS ELECTRONICALLY CANCELLED AND CANNOT BE USED FOR					
TRÂVEL. Anyone (Including the bearer) traveling on a reported lost or stolen passport may be detained upon enleting the United States. Should you locate the passport after reporting it lost or stolen, submit it for cancelation to the Consular Lost and Stolen Passport Unit (CLASP). See page one of this form for contact information.						
Please select the document (or documents) that you are reporting and its status.						
	S. Passport Book Los		alid U.S. Passp		_	
	bmitting this form in connection					
Lest Name	TIFYING INFORMATION O	First Name	Type or print it	Middle Name	nk in white areas only.	
	me changed since the passport was					
Date of Birth	(mm-dd-yyyy)	Piece of Birth (City & Sta	te if in U.S. or City & (Country) Social	Security Number	
	ress (Street, City, State, and ZIP Co	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Telephone N	lumber	Alternative Telephone Numb	xer	Email Address		
2. VALID	LOST OR STOLEN U.S. PA	SSPORT BOOK/CARD	INFORMATION	Answer oil question	ns completely. If you do not in detail, be as exact as possible.	
The passport	book and card have different numbers. P	fease provide the correct number;	i) if lenows. The passpor	t number on a lost or s	tolen passport cannot be reused.	
	detail how your valid U.S. passpo					
	re the loss or theft occurred. Provid was your valid U.S. passport bookican					
					der it derig in your possession:	
Did you file a	a police report? (If yes and the repo	rt is available, please submit a	copy.) Yes	No		
List your val	ld lost or stolen U.S. Passport Book	, if known: Lis	t your valid lost or sto	olen U.S. Passport (Card, if known:	
Number	Issue Date		mber		e Date	
	(mm-dd-yy				-dd-yyyy)	
Have you ha	d any other valid U.S. passport bookic	ard lost or stolen? 🔲 Yes 🔲 N	o If yes, how many pa	ssports? App	proximate date(s)?	
	spolice report? (If yes and the repo					
3. YOU I	MUST SIGN AND DATE TI	HE APPLICATION IN	THE DESIGNAT	TED AREA BEL	.ow	
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.B. passport book andior 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 approximately and I will not attempt to use it.						
	Applicant's Legal 3	Ignature - age 16 or older		D	late (mm/dd/yyyy)	
М	other/Father/Parent/Guardian Legal	Signature if identifying minor	under age 16	D	late (mm/dd/yyyy)	
М	other/Father/Parent/Guardian Legal	Signature if identifying minor	under age 16	D	late (mm/dd/yyyy)	
Both parents of	Both parents or quartians of a child younger than 16 years old must sign and provide a front and back photocopy 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. 51.28. If there is sole authority, include a copy of a supporting document with this form, such as a court order proving sole legal custody or form DO-523, Statement of Evigent/Special 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!.

Page 2 of 2









DS 3053: Statement of Consent

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U.S. Department of State

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

STATEMENT OF CONSENT: U.S. PASSPORT ISSUANCE TO A CHILD

Print legibly or type using black ink only. If you m	ake 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) Check box if age 16 or 17			
SECTION 2. ADULT APPLYING IN PERSON WITH CHILD UNI					
Print name of adult appearing in person to apply for a U.S. passp			(Charle ann)		
a. Applying Adult's Name (LAST, FIRST MIDDLE)		s Relationship to Child			
	☐ Legal Parent	Legal Guardian	☐ Third Party		
SECTION 3. STATEMENT OF CONSENT FOR PASSPORT IS:	SUANCE TO THE CHIL	D			
In blank space 1 (and blank space 2, if applicable) below, print the appear in-person with the minor child to apply for the passport. Th					
I/We. 1)	nd 2)				
consent to the issuance of a United States passport to the minor		the adult named in Se	ction 2 to		
accompany the minor child and to execute the passport applicat unconditional regarding passport validity and travel. This conser unless otherwise stated in writing here	ion if the minor child is u it is valid for the issuand	inder age 16. This con e of a U.S. passport bo	sent is ook and card		
Example	e: ¶ssue passport book	only" or "Issue passpo	rt card only		
1) Non-Applying Legal Parent/Guardian Address and Contact Details	Non-Applying Legal P Check box if same		and Contact Details		
Street Address:	Street Address:				
City, State/Country, Zip Code:	City, State/Country, Zig	Code:			
Phone:	Phone:				
Email:	Email:				
SECTION 4. OATH/AFFIRMATION. <u>STOP HERE!</u> Do not Authorizing Officer or Notary. This section must be si	ot sign this form until i igned by the afflant(s)	requested to do so by named in Section 3 o	/ a Passport f this form.		
OATH: I solemnly swear (or affirm) that the above information giv belief.	en by me is true and co	rrect to the best of my I	knowledge and		
1) Non-Applying Legal Parent/Legal Guardian Signature	2) Non-Applying Le	gal Parent/Legal Guar	dian Signature		
Date		Date	_		
Non-Applying Legal Parent/Guardian Identifying Documents.	2) Non-Applying Legal P				
□ Driver's License □ Passport □ Military □ Other	Driver's License	Passport Military	Other		
Name:	Name:				
ID Number.	ID Number:				
Place of Issue:	Place of Issue:				
Issue Date: Expire Date:	Issue Date:	Expire Date:			
On the date specified above and below, the afflant(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 afflant(s) by personally viewing the above-notated identification document(s) and matching photocopy(les). SEAL					
Passport Authorizing Officer or Notary Signature Date		ation 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-pamed child new consent is required.					

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.

D8-3053 10-2024 Page 2







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JBLM SPECIAL ISSUANCE PASSPORT

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 oversea destination, accounting classification and authorizing official along with additional misc. trip data.

The Routing List:

- This will show the authorization number and approval status.
 - o 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





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.





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.

