

(UNIT LETTERHEAD)

DATE

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 for Official Travel

1. Request passport application(s) for official travel 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 a passport for official travel. (e.g., *only individual qualified to complete mission/task, individual did not have a passport for official travel 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.**

SIGNATURE BLOCK
(Signature, Commander)
(ACOM/ASCC/DRU/HQDA/
Commander/Principal)
(Digital Signature or hand
written signature. Rank/Title of the
signing individual)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- *Replace All Italicized/Underlined Text*
- Place the expedite letter on the front of application.
- **One original memo must be submitted.** If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application. Group request must be submitted on the same day.
- **Memo must be signed by ACOM/ASCC/DRU/HQDA Commander/Principal.**

- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- All Expedited and Walk through requests for a passport must have orders and itinerary submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.
- Expedited processing is not available for Dependents of Command sponsored personnel.

Partially completed packages will not be accepted by DoD agents for later piece work. Applications must be complete at the time of submission. Orders, Expedite letters and all supporting documents must be provided during initial submission.

Expedited Service request:

Check-list of required documents for an expedite process if required: Utilized when travel will take place in 30 days or less or when the situation involves the processing of a visa.

Walk thru Service request:

Check-list of required documents for an expedite process, walk thru for same day service if required: Utilize when travel will take place in 10 days or less

Required supporting documents:

- Waiver memorandum must be provided by the applicant if available (ie; EOD JEOD)
- Expedite Memo with original signature of 07 / SES listing each member (signature block required)
- Application package and accompanying citizenship proof
- Travel Orders, approved for each member (assigning orders, PCS or TAD/TDY orders)
- Flight Itinerary for each member