



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 5512.1D
B 014
17 Sep 09

MARINE CORPS BASE ORDER 5512.1D w/Ch1

From: Commander
To: Distribution List

Subj: NO-FEE PASSPORTS

* Ref: (a) DOD 1000.21-R

Encl: (1) Sample Expedite Letter

1. Purpose. To provide instructions concerning the processing of no-fee passports as outlined in the reference.

2. Cancellation. MCBO 5512.1C.

3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. The Passport Office, Installation Personnel Administration Center (IPAC), G-1 is designated as the Passport Assistance Area (PAA) and is responsible for assisting command-sponsored military, DoD civilians, and authorized family members traveling on official travel orders in acquiring no-fee passports. Due to organizational readiness, special assignments such as explosive ordnance disposal and National Capital Investment Fund are required to possess a valid official passports. Special handling and processing of official and diplomatic passports for Marine Helicopter Squadron-1 and Marine Corps Embassy Security Command will be processed and maintained at those individual units.

b. Three passport agents in the Passport Office are appointed by the Department of State and are authorized to accept passport applications and administer oaths to personnel. Information regarding tourist passport applications can also be provided by the agents; however, they are not authorized to process tourist passports.

* c. Passport photographs will be provided by the Combat Visual Information Center (CVIS) Building 2009, Zeilin Road, Quantico, VA only for those with permanent change of station/temporary additional duty (PCS/TAD) orders and individuals applying for naturalization.

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- * d. All family members who will PCS on an accompanied tour must appear in person before the passport agents to have passport photo taken. This office does not accept passport photos from any outside source. This office does not take passport photos for contractors working aboard Marine Corps Base, Quantico (MCBQ) or outside agencies, family members of sponsors on an unaccompanied tour or passport photos for personal use (tourist passport).
- * e. All personnel applying for no-fee or official passports must complete the passport application from the Department of State website: <http://travel.state.gov>. All passport applications must be typed online using the passport application wizard, which all generate a 2d **BAR CODE** on the top left side of the application. Each family member must have a completed two-page, typed passport application. All questions should be directed to the passport office. This office does not have extra computers for use.
- * f. This office is responsible for preparing the DD Form 1056 (Authorization to Apply for a "NO-Fee" Passport and /or Request for Visa) for all family members who are executing overseas accompanied orders.
- * g. This office is not authorized to process passport or visa applications for contractors working aboard MCBQ or outside agencies.

5. Action

a. Personnel in receipt of official travel orders requiring the issuance of no-fee passports must contact the passport agent. All family members 16 years of age and older are required to report in person with identification cards. Applicants are responsible for providing the documents listed below:

(1) Proof of citizenship (original) state certified copy of the original birth certificate, or a passport previously issued on the basis of accepted citizenship evidence, or original naturalization document. These items must be submitted with each application and will be returned with the completed passport to the applicant. The birth certificate must show an affixed seal. All active duty personnel, regardless of grade, must show proof of citizenship.

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(2) For all active duty personnel being transferred to a billet in a North Atlantic Treaty Organization (NATO) country which requires TAD to non-NATO countries, it is the responsibility of the monitor to determine with the billet sponsor which non-NATO countries will be visited. Also the following statement must be included in the PCS orders of the active duty member:

"The nature of duties to be performed requires the issuance of an official passport for PCS travel to and projected TAD travel to _____. On the no-fee passport application insert PCS/TAD countries in the travel plans block."

* (3) One passport photographs. All passport photos will be taken in the Combat Visual Information Center (CVIS), Building 2009, Zeilin Road, Quantico, VA. These passport photos are for official business only.

(4) One copy of official travel orders indicating that a passport is required. Orders must be endorsed with the names of all authorized dependents.

(5) A completed passport application for each individual. Refer to Department of State website: <http://travel.state.gov>.

(6) A form of identification with an attached photograph, e.g., driver's license, military Common Access Card.

(7) Original marriage certificate if previously married.

(8) There will, however, be circumstances when only one parent or no parent is available to apply for a minor child. The following guidelines apply for each case:

(a) Both Parents are Available to Apply. When either parents or legal guardian(s) are available and able to appear in person to apply for the passport for the minor, they must establish three things:

1. Their own identity.
2. Their relationship to the child.
3. The child's United States citizenship.

(b) Parental or Guardian Identity. The parents or legal guardian must present one of the following:

1. Valid military identification card.
2. Valid driver's license.
3. Valid United States or foreign passport with recognizable photo.
4. Naturalization Certification or Certificate of Citizenship.
5. Alien Registration Card issued by the Immigration and Naturalization Service.

(c) Relationship to the Child. The document submitted must show the names of the parents:

1. Certified US birth record.
2. Certified foreign birth record.
3. FS-240, Report of Birth Abroad.
4. DS-1350, Certification of Birth Abroad.
5. Adoption decree (must show adoptive parents' names).
6. Legal name change documentation.

(d) Child's United States Citizenship. The following documents must be submitted for the child:

1. Original certified United States birth record.
2. Original Naturalization Certificate.
3. Previous US passport.

(e) Only One Parent Available to Apply.

1. The natural parent who appears in person must submit documentation to explain the absence of the other natural parent. Step-parents are not natural parents and are not authorized to sign passport applications for step-children. Authorization applies only when court documents verify any change in status.

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2. One parent may sign the application if he/she can provide one of the following:

- a. Death certificate of the other parent;
- b. A NOTARIZED signed statement (refer to Department of State website: <http://travel.state.gov>) DS-3053, Statement of Consent, from the absent natural parent consenting to the issuance of a passport for the minor child or children;
- c. The child's certified birth record (United States or foreign), which lists only the name of the natural parent making the passport application for the minor child or children;
- d. The child's FS-240 or DS-1350, which lists only the name of the natural parent applying for the passport;
- e. A court order granting sole custody to the natural parent who is making the application and which does not contain restrictions on the minor's travel;
- f. An adoption decree which lists the name of only the parent making the application;
- g. A judicial declaration of incompetence of the absent Natural parent; or
- h. A copy of the commitment order or other comparable document for the incarcerated natural parent.

Note: If none of the above documentation is available, the parent who is applying for the passport must submit a NOTARIZED signed statement explaining why he/she cannot obtain the consent of the absent natural parent

(f) No Parent Available to Apply. When there is no parent or guardian available to submit the application for the minor, then the person who applies for the child must appear in person with a NOTARIZED written statement or affidavit from both natural parents or custodial parents authorizing him/her to apply for the passport for the minor child or children. When the statement or affidavit is only from one natural parent, then evidence of sole custody must be submitted.

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b. Personnel requiring no-fee passports will apply not later than 90 days prior to detachment in order to ensure receipt of passports by the required date. The Department of State will not expedite no-fee passports for family members.

A handwritten signature in black ink, appearing to read "D. J. Choike", written in a cursive style.

D. J. CHOIKE

DISTRIBUTION: A

SAMPLE EXPEDITE LETTER

(UNIT LETTERHEAD)

5512
(Office Code)
(Date)

MEMORANDUM FOR DEPARTMENT OF STATE
Passport Services, Special Issuance Agency

From: *Commanding Officer, (Unit), Complete mailing address*

Subj: REQUEST EXPEDITE OF PASSPORT APPLICATION

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

Full Name	Grade/Rank	SSN	DOB
(as completed on application)			

2. Individual(s) will be departing CONUS on date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified on 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.

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/her 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 point of contact at commercial and DSN phone number.

SIGNATURE BLOCK

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

1. *Replace all italicized/underlined Text.*
2. One original memo must be submitted. If more than one individual is on the expedite request then make copies and highlight each individual's name and attach it to his/her corresponding application.
3. Memo must be signed by department head.
4. 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, Authorization to Apply for a No-Fee Passport and/or Request for Visa.
5. Orders must be submitted with expedite letter. 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.

ENCLOSURE (1)



UNITED STATES MARINE CORPS

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MCBO 5512.1D
B 014
26 Sep 12

MARINE CORPS BASE ORDER 5512.1D w/CH 1

From: Commander
To: Distribution List

Subj: NO-FEE PASSPORTS

Encl: (1) Revised pages 1-3

1. Purpose. To provide updated instructions concerning the processing of no-fee passports as outlined in the reference.

2. Action.

a. Remove pages 1-3 and replace with enclosure (1) of this change transmittal.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A