

## Passport Instructions

### Required Documentation

- 1) 1 copy of Orders (with dependent endorsement as needed), **or** Memorandum in Lieu of Orders
  - a) **Specific country or countries requiring a Special Issuance Passport should be listed.**
  - b) Request for Expedited passports, Letters of Expedite must be signed by a SES or General officer and Orders & Itinerary
- 2) Proof of Citizenship or Current or Expired (no more than 5 years past expiration) Tourist, Official or No Fee Passport (children under 16 still need a copy of their original birth certificate if using a passport for proof of citizenship). Previous official, diplomatic, and no-fee passports must be submitted with the application regardless of application date to be issued a new Special Issuance Passport.
  - a) Original State Birth Certificate ([www.vitalchek.com](http://www.vitalchek.com)) if not using passport to apply or for children under 16.
  - b) Original Naturalization Certificate (as needed)

Note: HOSPITAL CERTIFICATES AND BIRTH ABSTRACTS ARE NOT ACCEPTABLE. ALL EVIDENCE OF CITIZENSHIP MUST BE FORWARDED TO THE DEPARTMENT OF STATE, AND WILL BE RETURNED WITH THE NO-FEE PASSPORT.
- 3) If name has change, the Original Marriage Certificate, or court order.
- 4) Military ID card (both parents and children 16 or older) and State Driver's License
- 5) Both biological/adoptive parents must be present. Only biological/adoptive parent can sign passport application for child(ren). If a parent is unable to be present a DS 3053 must be completed. **ALL CHILDREN MUST BE PRESENT.**

### Photo Information

- 1) Photos will be taken for "No Fee passports" at building 2009 Zeilin Rd.  
Hours of operation Mon-Wed 0800-1600. **\*\*Currently by appointment only.\*\*** Photos will be taken with PCS, TAD Orders. Call 703-784-2704 to schedule an appointment.
- 2) **PHOTOS MUST HAVE BEEN TAKEN WITHIN THE LAST 6 MONTHS AND NOT HAVE BEEN USED ON A PREVIOUS PASSPORT. They also must be taken out of uniform and without eye glasses.**

### Application Instructions

- 1) The website for the passport application is <https://pptform.state.gov/> .Complete one application (2 pages) for each family member. Print pages 5 & 6 on separate pages.
- 2) Applications must be typed online using the passport application wizard, which will create a **2D BAR CODE** on the top left application. Applications received without bar codes **will be** rejected.
- 3) Items that state not mandatory on the application need to be completed (emergency contact)
- 4) **ENSURE YOU AVOID COMMON MISTAKES AND FOLLOW THE EXAMPLE GIVEN here:**

- a. In the mailing address put the following:

Line 1: **DOD/DET**

Line 2: **Insert Agency Code Here, DOD/Agency Code here**

Line 2 Example: **DMGN(agency Code for Marines), DOD/DMGN (Reimbursement code for Marines)**

**City: Washington State: DC ZIP: 20006**

**Click on this is not my permanent address, then fill in your personal address.  
You can find your DOD Agency Code in the tables at the end of this document.**

- b. On the DS11, the mother's name should be the **maiden name**, not the current name.

## Other Instructions

- 1) If your spouse was previously married, he/she must indicate in their own handwriting a statement regarding any previous marriages. This letter must include his/her name, the name of his/her former spouse, city/state and date of marriage, city/state and date of divorce. He /she must now state that they are presently married to (name), sign and date statement. This must be done for all previous marriages regardless of the number of said marriages
- 2) All applicants 16 and older must appear in person before the passport agent with his/her ID to sign their application
- 3) When a biological/adoptive parent is not available at the time of signing the application, the missing parent must use form DS 3053. This form is a notarized statement giving permission for the other parent to take the child(ren) out of the country. They must sign and date their statement as well as provide a copy of a picture ID (front and back).
- 4) If more assistance is needed and **to schedule your appointment** please contact the base passport agent at: 703-784-1488 or Amanda.Rowell@usmc.mil.
- 5) Timing is very important. Do not wait for port call date. **"No Fee" passports are not expedited for family members.**

## DOD Agency Codes

<b>Department of Defense(Branches followed by Misc. alphabetical listing)</b>	<b>Agency Code</b>	<b>Reimbursement Code</b>
<b>Air Force</b>	DFGN	DOD/DFGN
<b>Army</b>	DAGN	DOD/DAGN
<b>Marines (excluding Marine Corps Security Group)</b>	DMGN	DOD/DMGN
<b>Navy</b>	DNGN	DOD/DNGN
<b>89th Aerial Port Squadron Joint Base Andrews</b>	DFMA	DOD/DFMA
<b>Corporate Travel Services</b>	DDCT	DOD/DDCT
<b>Defense Contract Audit Agency</b>	DOD/DCAA	DOD/DCAA
<b>Defense Information Systems Agency</b>	DISA	DOD/DISA
<b>Defense Intelligence Agency</b>	DDIA	DOD/DDIA
<b>Defense Logistics Agency</b>	DDLA	DOD/DDLA
<b>Defense Mapping Agency</b>	DDMA	DOD/DDMA
<b>Defense Threat Reduction Agency</b>	DTRA	DOD/DTRA
<b>Department of Defense Education Activity (DODEA)</b>	DDDS	DOD/DAGN
<b>Invitational Travel Order</b>	DOD/ITO	DOD/ITO
<b>Marine Corps Security Group (For DIPLOMATIC PASSPORTS ONLY)</b>	DMSG	STDS
<b>Marine Corps Security Group (For OFFICIAL &amp; "MILITARY DEPENDENT")</b>	DMSG	DOD/DMSG

<b>Department of Defense(Continued -Misc. alphabetical listing)</b>	<b>Agency Code</b>	<b>Reimbursement Code</b>
<b>National Defense University</b>	DDDU	DOD/DAGN
<b>National Geospatial Intelligence Agency</b>	DOD/NGA	DOD/NGA
<b>National Task Force</b>	DOD/NTF	DOD/NTF
<b>Naval Support Unit, State Department</b>	DNSB	DOD/DNSB
<b>Secretary of Defense</b>	DDSD	DOD/DDSD
<b>Special Group 360C</b>	DDGN/360C	DOD/DDGN
<b>Special Group 360D</b>	DDGN/360D	DOD/DDGN
<b>Special Group 360H -Joint Special Operations Command</b>	DDGN/360H	DOD/DDGN
<b>Special Group 360HC -160th SOAR (A)</b>	DDGN/360HC	DOD/DDGN
<b>Special Group 360N -Naval Special Warfare Development Group</b>	DDGN/360N	DOD/DDGN
<b>Special Group JTAT</b>	DDGN/JTAT	DOD/DDGN
<b>Special Group DMRAA -Defense Mission Resources an Alignment Activity</b>	DDGN/DMRAA	DOD/DDGN
<b>Special Group OGSR</b>	DDGN/OGSR	DOD/DDGN
<b>Special Group SOMD -Support Operations Management Division</b>	DDGN/SOMD	DOD/DDGN
<b>Special Group ECA -Executive Control Administration</b>	DDGN/ECA	DOD/DDGN
<b>White House -Communications Agency</b>	DOD/WHCA	DOD/WHCA
<b>White House -Military Office</b>	DOD/WHMO	DOD/WHMO