

## Passport Instructions

### Required Documentation

- 1) One (1) copy of Orders (with dependent endorsement as needed), **or** Letter of Intent for TAD/TDY
  - 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 Tourist, Official or No Fee Passport
  - a) Original State Birth Certificate ([www.vitalchek.com](http://www.vitalchek.com))
  - 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) ID card (both parents and children 16 or older) and State Driver's License
- 5) Both natural parents must be present. Only natural parent can sign passport application for child(ren) **ALL CHILDREN MUST BE PRESENT**

### Photo Information

- 1) Photos will be taken for "No Fee passports" at building 2009 Zeilin Rd.  
Hours of operation 0800-1600. Walk-ins only. **\*\*Currently unavailable to do passport photos. Anywhere that does passport photos will provide acceptable photographs.\*\***
- 2) Photos will be taken with PCS Orders or Letters of Intent
- 3) **PHOTOS MUST HAVE BEEN TAKEN WITHIN THE LAST 6 MONTHS AND NOT HAVE BEEN USED ON A PREVIOUS PASSPORT**

### Application Instructions

- 1) The website for the passport application is [www.travel.state.gov](http://www.travel.state.gov). Look under the "Special Issuance Agency" tab. Click on "Apply for a Passport." Then look under Department of Defense and click on the "Application Checklist." Next, click on "Passport Application." From there follow the directions. Complete one application (2 pages) for each family member. Print pages 5 & 6.
  - a. If not on a CAC enabled computer visit this site to fill out the form and follow the instructions highlighted below on this page:  
<https://pptform.state.gov/?Submit2=Complete+Online+%26+Print>
- 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)**  
**Washington DC, 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 natural 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 Spencer.e.atkinson@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