

Please Note:

ALCOAST 113/07 has been released. It contains a lot of information regarding official, diplomatic, and no-fee dependent passports.

Visas:

Members traveling to a foreign country may be required to obtain a visa before entering the country. Please visit the Department of Defense Foreign Clearance Guide (DOD FCG) to verify country requirements before departure.

www.fcg.pentagon.mil

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Coast Guard Official Passport & Visa Newsletter



Volume 2, Issue 1

July 2007

PCS Transfer to and from ALASKA

It is once again transfer season and for those members conducting a Permanent Change of Station (PCS) to or from Alaska there is a chance their dependents will need no-fee dependent passports. Canada does not require active duty members to have an official passport to enter or travel through the country. Canada does require eligible family members to obtain a no-fee dependent passport when traveling through Canada en route to Alaska.

What is a no-fee dependent passport?

A no-fee dependent passport is issued by the Department of State for dependents to travel in foreign countries due to the direction of the government (U.S. Coast Guard). Once the dependents arrive to the new duty station they are required to turn the no-fee dependent

passport into the unit.

How do I know if my dependents have to apply for a no-fee dependent passport?

If a member and their dependents are traveling through Canada via the Alaskan Marine Highway (AMH), driving or flying they must have a no-fee passport. Active duty members need to have their Military Identification Card and their PCS orders.

How do my dependents apply for a no-fee passport?

Please view the CG-001 website for passport requirements. If there is a certified Coast Guard Passport Agent in the member's area we strongly encourage the member utilizes the agent. In the absence of a Coast Guard Agent we recommend the member use a local Post Office that provides pass-

port services.

Can my dependents use their no-fee dependent passport to travel back to the CONUS U.S. or other countries ?

If dependents are traveling back to CONUS U.S. or foreign countries for liberty purposes they are not authorized to travel on the no-fee dependent passport. Dependents MUST use their tourist passport to perform liberty travel.

If dependents perform travel to CONUS U.S. or foreign countries for government purposes they are authorized to use the no-fee dependent passport.



Requesting Passport Status

The passport and visa staff at CG-001 understands a customer's need to check the status of their passport application. Our office processes over 200 passport applications a week. We would like to respond in a timely manner to all passport status questions. In order to serve our customers we request all passport status

requests be sent via email. All e-mails should contain the passport applicant's name and date of birth.

Please do not send a passport status request until 6 weeks have passed since receiving a notice that your application was received by CG-001.

Our goal is to respond to the

status request within 2 business days.



Using Department of Defense Passport Agents

The DOD military branches also have passport agents located at most of their bases. Coast Guard personnel are authorized to use their passport services to process DS-11 applications.

However, there are some differences in our passport processing. DOD applicants must complete and submit a DD-1056 form with all of their applications. The use of this form is not authorized for Coast Guard personnel. If a

DOD passport agent places this form in your application package it will be suspended at the Department of State.

Please use the instructions listed on CG-001's website for package content and mailing instructions. If a DOD passport agent mails your package, please ensure the package comes directly to our office at Coast Guard Headquarters. If your package goes to the DOD passport office or directly to the Department of State it will

be suspended. Please mail all applications to:

Commandant (CG-001)

Attn: YNI Liburd/YNI Bell
(CGHQ/RM 4420)

2100 2nd Street, SW

Washington, DC 20593

Each application must have our Coast Guard authorization letter attached or the Department of State will not process the application.

The Department of State's current processing time for no-fee official passports is 6-8 weeks. We highly encourage "passport status" questions wait until 6 weeks have passed.

Question & Answers

Q: Our unit does not have a certified Coast Guard Passport Agent, who can sign my DS-11 form?

A: Check with your local Post Office. Many Post Offices (but not all) provide passport services for a fee. You will need to take the following items with you:

- (1) DS-11 application,
- (2) state certified birth certificate or naturalization certificate,
- (3) passport photos (not in uniform)
- (4) copies of 2 forms of ID (military ID, driver's license, dependent ID)

The Postal Clerk will verify all of your documentation and sign the application. The application will then be sealed into an envelope. You will need to take a mailing envelope with you to place the sealed envelope into for mailing. Please keep in mind that most Post Offices deal with tourist passport applications. We do not want your application to be mailed to a tourist passport office that is

why we ask you to take a separate envelope.

Q: I paid to have my tourist passport expedited. Can I have my official, dependent, or diplomatic passport expedited?

A: Currently we cannot expedite official, dependent, or diplomatic passports. We understand that travel plans may occur at the last moment and we will work with you and the Department of State to obtain your passport as quickly as possible.

Q: I am traveling to a country that only requires me to show my military ID card and TDY or NATO orders. I would prefer to use my official passport, can I do that?

A: The Department of State has asked that Coast Guard members, traveling overseas, honor the Status of Forces

Agreements (SOFA) arranged specifically with that country. If the Department of Defense Foreign Clearance Guide (DOD FCG) directs military personnel to use their military ID card and TDY or NATO orders we encourage you to use those credentials to enter the country.

Q: What is a visa and how do I obtain one?

A: A visa is a stamp or printed authorization placed into your official, dependent, or diplomatic passport. This stamp allows you to enter your destination country. Not every country requires a visa to enter.

The Department of Defense Foreign Clearance Guide clearly indicates the requirements of entry for active duty members, government civilian employees, and dependents.

If you require a visa please go to the Embassy's website to obtain their visa application. Complete the application and submit all required documents (photos, shot records, flight plans, etc). Send the application and additional documents to CG-001 for processing.