

Steps for Applying for a Passport/Visa

1. Personnel requiring a Passport/Visa should apply immediately. Personnel should not wait until Travel Orders are complete.
2. Contact Leslie Pruitt by phone @ (817) 886-1003 or by email (Leslie.T.Pruitt@swf02.usace.army.mil) to make an appointment.
3. A date and time will be determined for you to have your photo taken and the application filled out. Please bring your drivers license, a copy of your birth certificate (a certified copy with the embossed seal) and any previously issued passports).
4. Paperwork will be processed, assembled and mailed to the Department of State for issuance.
5. It takes approximately 45-60 days for normal processing of a Passport/Visa however, in emergency situations they can be processed within 15 days providing an expedite letter signed by the Commander is attached.