

# Checklist for DS-4085 Additional Visa Pages

The Transportation Division, Passport Acceptance Office processes additional visa page applications as well as official and no-fee passport applications on an appointment basis. You may call our office at 753-8557 to schedule an appointment. You must refer to specifics listed on the attached pages, or the following website at: <http://humphreys.korea.army.mil/Passports>.

You may also submit your application directly to the US Embassy, or US Embassy personnel on the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

1. \_\_\_\_ Form DS-4085 (Application for Additional Visa Pages): Instructions for properly completing the form, and a link to the form, are available on our website (<http://humphreys.korea.army.mil/Passports>). The form must be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The applicant (both parents with minor child) must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.

2. \_\_\_\_ US Passport (**undamaged**) with four (4) or less blank visa pages remaining.

3. \_\_\_\_ Money order in the amount of **\$82** made payable to the “US Embassy” in the EXACT AMOUNT (**tourist passport only**). **DO NOT include any additional fees for expedited services.**

## **The following documents are required only for diplomatic/official/no-fee passport applications:**

4. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport (**all of the following**):

- Military servicemembers (**all of the following**):

- Assignment orders to Korea or gaining assignment from Korea.

- Memorandum of support for official passport (**see our website for sample**).

- Military family member(s): Command-sponsorship orders listing applicant (to include amendments and extensions).

- DoD employees and their family member(s) (**all of the following**):

- DD Form 1614 (Permanent Duty Travel Order) to Korea.

- Letter of Employment (signed by CPAC) listing applicant.

- DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).

- DoDDS employees and their family member(s) (**all of the following**):

- DD Form 1614 (Permanent Duty Travel Order) to Korea.

- Letter of Employment (signed by DODDS Korea District) listing applicant.

- DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

5. \_\_\_\_ DD Form 1056 (Authorization to Apply for a “No-Fee” Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website.

6. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.