

## **OFFICIAL/NO FEE PASSPORT REQUIREMENTS**

### **Military Personnel:**

Assignment orders requiring issuance of an Official Passport (Service Member)

Memorandum of Support for Official passport if applicable (see our website for sample).

Supply a Form DD-1056 (Authorization to Apply for a No-fee Passport) for the military sponsor traveling to a country requiring an Official passport.

### **Military Family Members:**

Command sponsorship orders to Korea listing applicant (eligible dependants)

Assignment orders requiring issuance of a No Fee passport for concurrent overseas assignment.

Supply a Form DD-1056 (Authorization to Apply for a No-fee Passport) for the family members traveling to a country requiring an Official passport.

### **Civilian/DOD Federal Government Personnel**

DD Form 1614 (Permanent Duty Travel Order) to Korea initial/current

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

Letter of Employment (signed by CPAC) listing applicant and all eligible family members

Supply a Form DD-1056 (Authorization to Apply for a No-fee Passport) for the sponsor or family members traveling to a country requiring an Official passport.

### **DoDDS Personnel**

DD Form 1614 (Permanent Duty Travel Order) to Korea initial/current

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

Letter of Employment (signed by DODDS Korea District) listing applicant and all eligible family members

All extensions of your overseas assignment as applicable

## **OFFICIAL/NO FEE PASSPORT REQUIREMENTS**

Supply a Form DD-1056 (Authorization to Apply for a No-fee Passport) for the sponsor or family members traveling to a country requiring an Official passport.

You may reference the United States Embassy Seoul for Official No Fee Passport requirements @ [http://seoul.usembassy.gov/acs\\_official\\_passport.html](http://seoul.usembassy.gov/acs_official_passport.html)

Official/No Fee passports are issued to officials or employees of the U.S. Government (and their dependants) traveling abroad on official duties. An Official passport is normally valid for five years. Official passports are normally issued by the Special Issuance Agency in Washington D.C. and processing times are 8-10 weeks.