

## TOURIST PASSPORTS



The Fort Lee Passport Office only processes applications for official passports, not tourist passports.

The closest passport facility to Fort Lee:

Petersburg Post Office  
29 Franklin Street  
Petersburg, VA 23803  
(804) 732-2939



## FIND US ONLINE:



[www.lee.army.mil/hrd/passport.office.aspx](http://www.lee.army.mil/hrd/passport.office.aspx)

### Fort Lee

Directorate of Human Resources  
Passport Office  
1401 B Ave  
Fort Lee, VA 23801

Phone: (804)765-7615

E-mail: [usarmy.lee.imcom.mbx.lee-ima-pp@mail.mil](mailto:usarmy.lee.imcom.mbx.lee-ima-pp@mail.mil)

Fort Lee

## OFFICIAL PASSPORT AND VISA OFFICE



Soldier Support Center  
1401 B Ave, Fort Lee, VA 23801

# TO APPLY FOR AN OFFICIAL PASSPORT:

## 1. Passport application

Complete the passport application or renewal online at:

<https://pptform.state.gov>

Note: Applications must be completed online to ensure the 2D barcode appears in the bottom right hand corner and upper left hand corner.



## 2. Passport photos

Obtain two photographs for passports and/or two photographs for visas.

On-post: Free passport photographs are available at Rogers Hall, bldg 8045, C Ave. Appointments required; call (804) 734-7327 or schedule online:

<https://www.vios-east.army.mil>

Off-post: Some pharmacy and retail stores also take passport photos but charge a fee.



## 3. Proof of U.S. citizenship

Provide evidence of U.S. citizenship; your documents will be returned to you with the new passport.

Examples:

- ◇ Original state-issued birth certificate
- ◇ Previous passport, issued no less than 15 years ago
- ◇ Certificate of naturalization

Note: Copies of the above documents, even if notarized, and hospital birth records will not be accepted.



## 4. Military identification card (ID)

Provide an enlarged copy of the front and back sides of your CAC and/or dependent ID cards.

Note: Applicants aged 13 and older must present a valid CAC or dependent ID card when applying for passports.



## 5. Orders

Provide orders/memo that list a date and a destination country which requires an official passport and/or visa.

Expedite memo:

Requests to process a passport application in less than 30 days must be signed by a general officer or SES equivalent.

Note: Command Sponsorship must be approved to receive an Official or Diplomatic passport.



## 6. Appointment

Schedule an appointment at

E-mail: [usarmy.lee.imcom.mbx.leece-ima-pp@mail.mil](mailto:usarmy.lee.imcom.mbx.leece-ima-pp@mail.mil)

Phone: (804)765-7615

***\* All applicants must be present to submit their applications. \****