

## IMPORTANT INFORMATION ON PASSPORTS/VISAS

1. The Department of State (DOS) makes the final decision of ALL passport matters, NOT the Transportation Office (TO), (i.e., type of passport, whether one is required by the host country).
2. The DoD 4500.54G (DoD Foreign Clearance Guide) specifies which countries require a passport. If your overseas duty station does not require one and yet your mission dictates you visit other countries, DOS would only issue a passport if the specific countries are listed on your PCS/TDY orders.
3. The DOS will NOT issue a diplomatic passport based on your request. It must be specifically stated on the PCS/TDY orders and subjected to the DOS's final approval. You must also provide a copy of the assignment tasking message or document. Special advisory group positions usually require you to have a diplomatic passport (i.e., duty in U.S. Embassies, attaché positions, military assistance advisory groups, JUSMMAT, security Assistance Liaison Office [SALO]).
4. The DOS requires a minimum of 4 to 6 weeks for routine request. Passports needed less than 30 days from travel date require a signed "Expedite Letter" from the Installation Commander. A template and routing form are available at the TO. Preparing and securing approval is your responsibility.
5. VISA APPLICATIONS – Embassies maintain their own working hours, holidays, policies, procedures, and staffing. Some embassies require home country approval while others require invitational documents. Depending on the country, processing time could vary from 3 to 30 days while others could take longer. This could delay processing which neither the DOS nor TO has control over. Please see the TO Passport Agent for specific requirements.
6. The DOS issues passports based on travel dates, NOT by the date you submitted request to the Passport Agent. The TO would only issue a government paid ticket if you have a valid "no fee" passport.
7. Your authorized point of contact is the TO Passport Agent. The DOS does NOT authorize publicizing their telephone numbers. The TO's telephone numbers are (831) 242-5203/5330 FAX (831) 242-5821. E-mail address is [pres.msgto@conus.army.mil](mailto:pres.msgto@conus.army.mil).