

**THE FOLLOWING INFORMATION MUST BE BROUGHT TO THE
TRANSPORTATION OFFICE IN ORDER FOR A NO-FEE OFFICIAL
PASSPORT TO BE PROCESSED**

1. **DD Form 1056:** Fill out the form where it is marked with an "X". This information can be hand written. (<http://www.dtic.mil/whs/directives/infomgt/forms/apdforms/d1056.xfdl>)
This form must accompany all visa and passport applications.

2. **Two Passport Pictures.**

The photography appointments may be made through the Visual Information Ordering System (VIOS): [https://www.vios-east.army.mil/\(S\(msk4mcaixdc4ng3jkt05th45\)\)/Services/OfferServices.aspx](https://www.vios-east.army.mil/(S(msk4mcaixdc4ng3jkt05th45))/Services/OfferServices.aspx)

they will be scheduling once a month 3-day photo sessions. They anticipate these sessions being scheduled at the same time each month.

<http://www.apd.army.mil/pub/eforms/pureedge/a3903.xfdl>

OR You may get your passport pictures taken locally at any store providing passport photos service (i.e. Wal-Mart, Walgreens) The cost is a reimbursable expense on your voucher.

3. **BIRTH CERTIFICATE OR PASSPORT TO BE RENEWED.** The birth certificate must be a certified through the county where you were born. It will be returned when the passport is completed.
4. **CAC 10 OR MILITARY 10**
5. **EXPEDITE LETTER if needed** Processing time for passports is approximately 8 weeks. If a passport is needed sooner, an expedite letter must accompany the packet. (See Below for Sample)
6. **If visas are required, or passports for dependents under the age of 16, contact our office for additional requirements.**
7. **ON-LINE PASSPORT APPLICATION FROM THE STATE DEPARTMENT WEBSITE - see instruction below**

WEBSITE ONLINE INSTRUCTIONS:

The website is www.travel.state.gov In the center of the page under "Passport for U.S. Citizens" select "download passport forms"; next select "passport application wizard"; Click privacy disclaimer and submit; click apply online and fill in the information in the blanks. The address for the passport to be sent to is: AMSAS-FSI-LRI, Rock Island Arsenal, Rock Island, IL 61299-5000, in care of the Passport Agent. The page that reads "Most Recent Passport"- select none - **UNLESS** you are renewing a no-fee official passport. On the Summary of Fees only select Passport Book, and click submit. At the bottom of the next page select "Create Form". Review pages 5 and 6 of the application on the screen and print those two pages.

Bring the entire packet to the Transportation Office, Bldg 102- 1st Floor North West corner. Do not sign the application until you deliver it to this office.

If you have any questions, please contact us at extension (309) 782-1355.

Sample Passport Expedite Memorandum

(Your Unit Letterhead)

Date

MEMORANDUM FOR DEPARTMENT OF STATE

Passport Services, Special Issuance Agency
Official Travel Branch
ATTN: Ms Battie Stewart

FROM:

Organization
Complete Mailing Address

SUBJECT: Request For Expedite Processing of Passport Application

I. Request for expedite processing for the following passport application(s):

Individual's Full Name	SSAN	DOB
<u>(as completed on application)</u>		

2. Individual(s) will depart CONUS on date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified (date notified) that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of travel.

3. The last minute processing of this request was necessary because state reason (or last minute processing to obtain an official passport (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification.; NOTE: If individual has an official passport and It was not renewed 6 months prior to its expiration, then an explanation is required.),

4. Travel cannot be postponed to a later date because state reason travel cannot be altered).

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at commercial and DSN phone number.

SIGNATURE BLOCK
(Signature, Commander)
(General Officer or SES equivalent)

Directions for completing an Expedite Memo:

- Replace All Italized/Underlined text
- Staple letter to front of application.
- One original memo must be submitted. If more than one Individual is on the expedite request then you can make copies and highlight each Individual's name and attach it to his/her corresponding application,
- Memo must be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. However, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature,
- The Non-NATO country stated in the expedite memo must coincide with the Non, NATO country stated on the passport application and DD Form 1056.