



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5512.4N
MMOS-5
28 Oct 1996

MARINE CORPS ORDER 5512.4N W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: NO-FEE PASSPORTS

Ref: (a) MCO P5212.16

- Encl: (1) Definitions
(2) Responsibilities
(3) Location of Passport Agencies
(4) Documentation Required for a No-Fee Passport
(5) How to Apply for a No-Fee Passport
(6) [DD Form 1056 MC](#) with Administrative Instructions
(7) Visas
(8) Eligibility for Official and Diplomatic Passports
(9) Area Country Requirements
(10) Military Passport Agents
(11) Passport and Visa Information for Travel to Japan by Non-command Sponsored Marine Dependents
(12) Embassy and Consulates of Japan in U.S.A.
(13) Sample Letter of Authority for Non-command Sponsored Dependents to be Present in Japan with Sponsor for 12 Month Unaccompanied Tour
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(15) Naturalization of Alien Spouses/Adopted Children within 60-90 days

1. Purpose. To publish Marine Corps policy and instructions concerning no-fee passports for Marine Corps-sponsored personnel performing permanent change of station (PCS) or temporary additional duty (TAD) travel, and the administration of the Marine Corps Passport and Visa Program.

2. Cancellation. MCO 5512.4M

3. General Information

a. The guidance in enclosures (1) through (7) of this Order is provided as one source document to obtain passports and visas in conjunction with overseas travel. No-Fee passport requirements are established per current Status of Forces agreements. Additional information pertaining to the Passport Program and other related materials are contained in enclosures (8) through (15).

b. The Office of Passport Services of the Department of State makes final determination on passports issued. The type of passport issued depends on the official position of the traveler and the nature of official business to be accomplished. No-Fee passports may be diplomatic, official, or no-fee regular.

c. No-Fee passports are issued to persons traveling abroad in the discharge of official duties when passports are required. Command-sponsored dependents are required to have no-fee passports without regard to age or destination abroad. The bearer of a no-fee passport may not use the passport when leaving the United States for personal travel. The bearer of a no-fee regular passport may use the passport for incidental travel while abroad, provided the foreign governments concerned do not object to the use of the passport for non-official travel and will issue a visa if required. The traveler must obtain a regular fee (tourist) passport if the foreign government objects. Holders of diplomatic or official passports are forbidden to use their passports for incidental travel. For bearers of diplomatic and official passports, a tourist passport must be obtained for incidental travel. A person may possess a valid regular fee passport and a valid no-fee passport simultaneously.

d. Military personnel traveling on identification card and orders to country of assignment who anticipate travel to surrounding countries for leave purposes should either obtain a tourist passport or possess a certified copy of their birth certificate with a registrar's seal and a file date within 1 year of birth prior to departure from the United States. Hospital certificates are not acceptable nor are notarized, xeroxed copies of birth certificates. Birth certificates are required for obtaining passports, declaring citizenship, and reporting marriages, births, and deaths.

e. For destinations not requiring passports for sponsors or dependents, such as territories of the U.S. (Guam, Guantanamo Bay etc.), it is advisable to obtain tourist passports before executing PCS orders to facilitate leave travel to surrounding countries.

f. No-fee passports may be used only as long as the position or status for which they were issued is maintained. When issued because they are required for a position, passports may be sent with bearer, if the next command requires the Marine to have a passport. Upon termination of such a position or status, the no-fee passports must be returned to the CMC (MMOS-5) for delivery to the Passport Services of the Department of State. These passports are normally destroyed; however, they may be canceled and returned for souvenir purposes upon request.

g. All uncanceled no-fee passports must be surrendered upon release from active duty, discharge, or retirement by forwarding them to the CMC (MMOS-5). These passports may be canceled and returned for souvenir purposes upon request.

4. Applicability

a. This Order is applicable to the Marine Corps Reserve only when Reserve personnel are ordered to active duty for assignment to a duty station overseas requiring a no-fee passport.

b. This Order is intended for Marine Corps sponsored personnel who are traveling at Government expense and are in execution of official PCS or TAD orders requiring no-fee passports. This assistance does not apply to contract employees, dependents traveling at their own expense, or Marines retiring in a foreign country.

5. Action

a. Commanding Officers will ensure passports are obtained prior to transfer per the reference and this Order.

b. Commanding Officers who process passport applications or have passport agents will submit the report shown in enclosure (11) to reach the CMC (MMOS-5) by 15 January annually for 1 January through 31 December of the previous year. This reporting requirement is exempt from reports control.

6. Records Disposition. Passport records will be retained for two (2) years.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve except as indicated in paragraph 4 above.



H. P. OSMAN
By direction

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SUBJ/MCO 5512.4N CH 1//

REF/A/MCO 5512.4N OF 28 OCT 96 IS MARINE CORPS ORDER PERTAINING TO NO-FEE PASSPORT PROCESSING.//

1. THIS CHANGE IS APPLICABLE TO MARCOR ACTIVITIES ON PCN 10208550000 DISTRIBUTION.

2. EFFECT THE FOL CHANGES TO ENCLOSURE (5) OF SUBJ ORDER.

A. DELETE: CURRENT PARAGRAPH 1A.

B. REPLACE WITH THE FOL:

" A. APPEARING IN PERSON. ANYONE 14 YEARS OF AGE OR OLDER MUST APPEAR IN PERSON BEFORE AN AUTHORIZED AGENT TO SIGN A PASSPORT APPLICATION. NO ONE UNDER 14 YEARS OF AGE IS PERMITTED TO SIGN AN APPLICATION AND NEED NOT APPEAR. BOTH PARENTS OR LEGAL GUARDIAN(S) ARE TO APPEAR IN PERSON BEFORE A PASSPORT ACCEPTANCE AGENT AND, UNDER OATH, SIGN THE PASSPORT APPLICATION FOR A CHILD UNDER THE AGE OF 14. GUIDELINES AND REQUIREMENTS FOR PARENTS OR GUARDIANS, BASED ON THEIR ABILITY TO APPEAR IN PERSON TO APPLY FOR A CHILD UNDER 14 YEARS OF AGE, ARE IN PARAGRAPH 1A(2) BELOW.

(1) APPLICANT REQUIREMENTS: THE FOLLOWING ITEMS MUST BE IN THE APPLICANT'S POSSESSION AT THE TIME OF APPLICATION:

(A) **DD FORM 1056**, "AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA", SIGNED BY AN AUTHORIZED OFFICIAL.

(B) PROOF OF U.S. CITIZENSHIP AS DISCUSSED IN ENCLOSURE (4).

(C) TWO IDENTICAL PHOTOGRAPHS AS REQUIRED BY ENCLOSURE (4).

(D) IDENTIFICATION BEARING BOTH SIGNATURE AND PHOTOGRAPH.

MILITARY ID CARD IS RECOMMENDED.

(2) APPLYING FOR A MINOR: IN ADDITION TO THE REQUIREMENTS IN PARAGRAPH 1A(1) ABOVE, THE FOLLOWING ARE GUIDELINES FOR PARENTS OR GUARDIANS APPLYING FOR A PASSPORT FOR A CHILD UNDER 14 YEARS OF AGE, BASED ON THEIR ABILITY TO APPEAR IN PERSON:

(A) BOTH PARENTS ARE AVAILABLE TO APPLY. WHEN BOTH PARENTS OR LEGAL GUARDIANS ARE ABLE TO APPEAR IN PERSON, THEY MUST BE ABLE TO ESTABLISH THREE THINGS:

1 THEIR OWN IDENTITY - A PHOTOCOPY OF EACH PARENT'S/ GUARDIAN'S VALID PHOTO IDENTIFICATION CARD (E.G., MILITARY ID CARD (FRONT AND BACK), DRIVER'S LICENSE, U.S. OR FOREIGN PASSPORT WITH RECOGNIZABLE PHOTO, NATURALIZATION CERTIFICATE OR CERTIFICATE OF CITIZENSHIP, ALIEN REGISTRATION CARD ISSUED BY THE IMMIGRATION AND NATURALIZATION SERVICE) MUST BE ATTACHED TO THE MINOR'S APPLICATION.

2 THE CHILD'S U.S. CITIZENSHIP. ONE OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED: CERTIFIED U.S. BIRTH RECORD; FS-240, "REPORT OF BIRTH ABROAD"; DS-1350, "CERTIFICATION OF BIRTH ABROAD"; NATURALIZATION CERTIFICATE; PREVIOUS U.S. PASSPORT.

3 THEIR RELATIONSHIP TO THE CHILD. THE DOCUMENT SUBMITTED MUST SHOW THE NAMES OF BOTH PARENTS: CERTIFIED U.S. BIRTH RECORD; CERTIFIED FOREIGN BIRTH RECORD; FS-240, "REPORT OF BIRTH ABROAD"; DS-1350, "CERTIFIED OF BIRTH ABROAD"; ADOPTION DECREE (MUST SHOW ADOPTIVE PARENTS' NAMES). BIRTH CERTIFICATE SHOWING BOTH PARENTS' NAMES MUST BE SUBMITTED EVEN WHEN USING A PREVIOUS PASSPORT AS CITIZENSHIP EVIDENCE.

(B) ONLY ONE PARENT IS AVAILABLE TO APPLY. THE PARENT WHO APPEARS IN PERSON MUST SUBMIT DOCUMENTATION TO EXPLAIN THE ABSENCE OF THE OTHER PARENT. ONE PARENT MAY SIGN THE APPLICATION IF HE/SHE CAN SUBMIT ONE OF THE FOLLOWING:

1 DEATH CERTIFICATE OF THE OTHER PARENT.

2 A NON-NOTARIZED, SIGNED STATEMENT FROM THE ABSENT PARENT CONSENTING TO THE ISSUANCE OF A PASSPORT FOR THE MINOR.

3 THE CHILD'S CERTIFIED BIRTH RECORD (U.S. OR FOREIGN) WHICH LISTS ONLY THE NAME OF THE PARENT MAKING THE APPLICATION FOR THE MINOR.

4 THE CHILD'S "REPORT OF BIRTH ABROAD" OR "CERTIFICATION OF BIRTH ABROAD" WHICH LISTS ONLY THE NAME OF THE PARENT APPLYING FOR THE PASSPORT.

5 A COURT ORDER GRANTING SOLE CUSTODY TO THE PARENT WHO IS MAKING THE APPLICATION AND WHICH DOES NOT CONTAIN RESTRICTIONS ON THE MINOR'S TRAVEL.

6 AN ADOPTION DECREE, WHICH LISTS THE NAME OF ONLY THE PARENT MAKING THE APPLICATION.

7 A JUDICIAL DECLARATION OF INCOMPETENCE OF THE ABSENT PARENT.

8 A COPY OF THE COMMITMENT ORDER OR OTHER COMPARABLE DOCUMENT FOR THE INCARCERATED PARENT. IF NONE OF THE ABOVE DOCUMENTATION IS AVAILABLE, THE PARENT WHO IS APPLYING FOR THE PASSPORT MUST SUBMIT A NON-NOTARIZED SIGNED STATEMENT EXPLAINING WHY HE/SHE CANNOT OBTAIN THE CONSENT OF THE ABSENT PARENT.

(C) NO PARENT AVAILABLE TO APPLY. WHEN NO PARENT OR GUARDIAN IS AVAILABLE, THE PERSON WHO APPLIES MUST APPEAR IN PERSON WITH A NOTARIZED WRITTEN STATEMENT OR AFFIDAVIT FROM BOTH PARENTS OR CUSTODIAL PARENT(S) AUTHORIZING HIM/HER TO APPLY FOR THE PASSPORT FOR THE MINOR. WHEN THE STATEMENT OR AFFIDAVIT IS ONLY FROM ONE PARENT, EVIDENCE OF SOLE CUSTODY MUST ALSO BE SUBMITTED.//

BT

DEFINITIONS

1. Passport. The United States (U.S.) passport is a travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. It remains the property of the U.S. and is to be returned upon demand. The types of passports are:

a. Fee. A fee or regular passport (blue), commonly referred to as a "tourist" passport, valid for 10 years from the date issued for adults and 5 years from the date issued for passports issued prior to the applicant's 18th birthday. It is issued to a U.S. national proceeding abroad for personal or private business reasons, leave, as a contract employee, etc.. The fee passport may not be used in lieu of an official passport. This is considered misrepresentation and bearer may be detained by local authorities when traveling. Tourist passports are issued by any of the Department of State Passport Agencies listed in enclosure (3) of this Order and by American consulates abroad. Military Passport Agents are not authorized to accept fee applications.

b. No-Fee. No-fee passports issued to military personnel, Federal employees, dependents, and appropriate nonappropriated fund employees traveling at Government expense. Types of no-fee passports are:

(1) Diplomatic. A diplomatic passport (black) is issued to a person having diplomatic status either because of the nature of the mission or by reason of office held. Where appropriate, dependents of such persons may be issued diplomatic passports. The validity of the passport is controlled by the limitation date appearing on the passport, which is determined by the exact length of the tour, plus 2 months, not to exceed 5 years. Diplomatic passports are issued only from Washington, D.C.

(2) Official. An official passport (red) is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such persons may be issued official passports. It is valid for the duration of the status for which the passport was issued, not to exceed 5 years. Official passports are issued only from Washington, D.C.

(3) No-Fee Regular. A no-fee regular passport (dark blue) is normally issued to military dependents traveling at Government expense containing an endorsement indicating the dependent status of the bearer. This endorsement reads: "This

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passport is valid only for use in connection with the bearer's residence abroad as a dependent of a member of the American military or naval forces on active duty outside the continental limits of the United States of America." When issued to non-appropriated fund employees, civilian court-martial witnesses, or to individuals on invitational-type orders, the passport will bear an appropriate endorsement. It is valid for the duration of the status for which the passport was issued, not to exceed 5 years. All Marine dependent passports are processed through Washington, D.C., and for birth abroad, at American Consulates.

2. Military Passport Agent. A military passport agent is an individual, military or civilian, nominated by the command and authorized by the Department of State to accept passport applications.

3. Visa. A visa is official evidence that a person has the approval of a foreign government to enter its territory and remain for a specific period of time. The visa appears as a stamp in the passport and cannot be granted without a passport.

4. Area Clearance. For the purpose of this Order, area clearance is entry approval for dependents, issued by the sponsor's overseas area commander.

5. Authorized Official. An individual designated by the installation commander or commanding officer who is responsible for the authenticity of the information entered on the [DD Form 1056 MC](#).

6. Passport Assistance Area (PAA). An office responsible for assistance in acquiring no-fee passports for Marines and authorized dependents traveling on official travel orders.

7. Passenger Control Point (PCP). Activities designated in enclosure (1) of the reference which receive passenger reservation and port call requests from the detaching command and forwards them to the Military Airlift Command Passenger Reservation Center.

Enclosure (1)

RESPONSIBILITIES

1. Responsibilities of the CMC (MMOS-5)

a. Establishes policies and procedures and implements the Marine Corps Passport and Visa Program.

b. Coordinates procedural and policy changes with the Department of State and foreign embassies.

c. Maintains military passport agents at Headquarters, U.S. Marine Corps for Marine Corps-sponsored personnel in the Washington, D.C. metropolitan area.

d. Serves as a clearing house for all Marine Corps affiliated passport and visa matters submitted to Headquarters, U.S. Marine Corps for action by CONUS Marine Corps agencies.

e. Screens and reviews all applications submitted by CONUS Marine Corps agents prior to forwarding the application to the Department of State.

f. Maintains a file of applications held for further action, informs agents of required remedial action, and monitors responses from agents.

g. Obtains all visas for Marine Corps personnel, including alien dependents, traveling from CONUS on official travel.

h. Coordinates the receipt of passports with the date of port calls.

i. Provides status, information, and assistance relative to passport matters to personnel at Marine Corps activities.

j. Ensures quality control of passports.

k. Reviews travel orders originating at Headquarters, U.S. Marine Corps for compliance with this Order.

2. Responsibilities of the CMC (MMOA and MMEA)

a. Ensures all orders directing travel via PCS or TAD to a duty station requiring Marines and/or dependents to have no-fee passports include one of the following statements:

(1) "No-Fee passport required for SNM - MCO 5512.4N applies. (When only the Marine requires a no-fee passport)."

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(2) "No-Fee passport required for SNM and dependents - MCO 5512.4N applies."

(3) "No-Fee passport required for dependents - MCO 5512.4N applies."

b. Include the following statement in orders issued: "Ensure that basic orders, and endorsements thereto, show the full name and relationship of all dependents accompanying the member."

c. In the event a Marine is being transferred to a billet in a NATO country which will require TAD to non-NATO countries, it is the responsibility of the monitor to determine with the billet sponsor which non-NATO countries will be visited, and the following statement included in PCS orders of SNM: "The nature of duties to be performed requires the issuance of an official passport for PCS travel to _____ and projected TAD travel to _____. On the no-fee passport application insert PCS/TAD countries in the travel plans block."

d. Ensures that CMC (MMOS-5) is on distribution for all travel orders requiring no-fee passports.

3. Responsibilities of Installation Commanders and Commanding Officers

a. Installation Commanders. Support or establish a PAA with a military passport agent. The PAA should be consolidated or collocated with PCP or the office responsible for arranging the port call to ensure maximum coordination and monitoring of the receipt of passports with the date of port call.

b. Installation Commanders and Unit Commanding Officer

(1) Assist Marines and dependents in applying for and acquiring no-fee passports, when required for official travel per MCO 4650.30 and this Order.

(2) Applicants should not wait for area clearance or confirmation of travel plans to begin processing passport applications. Area clearances are often received shortly before the departure date thus leaving very little time for passports to be obtained. If there are any discrepancies in the application, then the delay may cause canceled flights or the possibility that the service member may have to leave his/her family behind to travel at a later date.

(3) Ensure passports are applied for no later than 90

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days prior to detachment or projected date of port call to ensure receipt of passports by the required date. During peak periods, delays in processing have occurred at Passport Services, Department of State of up to fifteen weeks.

(4) Procure, administer, and issue the [DD Form 1056 MC](#), Authorization to Apply for a No-Fee Passport. The [DD Form 1056](#) is available via computer under the software program Form Flow. See enclosure (6) of this Order for a sample and administrative instructions for completion of the [DD Form 1056 MC](#).

(5) Return unused passports to the CMC (MMOS-5).

(6) Ensure that no-fee passports are surrendered on release from active duty, discharge, or retirement and returned to the CMC (MMOS-5). These passports may be canceled and returned for souvenir purposes upon request.

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LOCATION OF PASSPORT AGENCIES

1. Clerk of a Federal, State, or Probate Court.
2. Post Office clerk designated by the Postmaster General.
3. Marine Corps Passport Agencies:
 - a. HQMC: Commandant of the Marine Corps, Code MMOS-5, Federal Office Building #2, Room 1216, Washington, DC 20380-1775
Commercial: (703) 614-1651 DSN: 224-1651
 - b. ALBANY: Commanding General, (Code 330), Marine Corps Logistics Base, 814 Radford Boulevard, Albany, GA 31704-1128
Commercial: (912) 439-5932 DSN: 567-5932
 - c. BARSTOW: Base Transportation Management Office, Bldg 30, Code B330, Marine Corps Logistics Base, Barstow, CA 92311-5011
Commercial: (619) 577-6258 DSN: 282-6258
 - d. BEAUFORT: Transportation Management Office, P. O. Box 55010, Marine Corps Air Station, Beaufort, SC 29904-5010
Commercial: (803) 522-7204 DSN: 832-7204
 - e. CAMP LEJEUNE: Consolidated Legal Assistance Office, Bldg 50, Marine Corps Base, Camp Lejeune, NC 28542-5000
Commercial: (910) 451-1903 DSN: 484-1903
 - f. CAMP PENDLETON: Traffic Management Office, Bldg 2263, Marine Corps Base, Camp Pendleton, CA 92055-5000
Commercial: (619) 725-3875 DSN: 365-3875
 - g. CAMP SMITH: Headquarters and Service Battalion, Bldg 1, Area 2AA, Marine Forces Pacific, Camp H. M. Smith, HI 96861-5010
Commercial: (808) 477-0155 DSN: 477-0155
 - h. CHERRY POINT: Supply Directorate, TSC Box 8018, Marine Corps Air Station, Cherry Point, NC 28533-0018
Commercial: (910) 466-3633 DSN: 582-3633
 - i. EL TORO: Passenger Transportation Office, Bldg 58, Marine Corps Air Station, El Toro, Santa Ana, CA 92709-5010
Commercial: (714) 726-4664 DSN: 997-4664
 - j. KANEOHE BAY: Marine Corps Air Station, Code LST, Bldg 209, Kaneohe Bay, HI 96863-5001
Commercial: (808) 257-5569 DSN: 457-5569

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k. LONG BEACH: Inspector-Instructor, Naval and Marine Corps Reserve Center, Bldg 676, U. S. Naval Station, Long Beach, CA 90822-5092. Commercial: (310) 547-6511 DSN: 360-6511

l. PARRIS ISLAND: Traffic Management Office, P.O. Box 19001, Marine Corps Recruit Depot, Parris Island, SC 29905-9001
Commercial: (803) 525-2267 DSN: 832-2267

m. QUANTICO - MILPERS MCCDC: Military Personnel Branch, 2034 Barnett Avenue, Suite 102, Quantico, VA 22134-5012
Commercial: (703) 784-2681 DSN: 278-2681

n. QUANTICO - HMX-1: Marine Helicopter Squadron One, 2102 Rowell Road, Marine Corps Air Facility, Quantico, VA 22134
Commercial: (703) 784-2705 DSN: 278-2705

o. QUANTICO - MSG: Marine Corps Security Guard Battalion, (State Department), Quantico, VA 22134-5020
Commercial: (703) 784-3267 DSN: 278-3267

p. SAN DIEGO: Traffic Management Office, Service & Supply Division, Marine Corps Recruit Depot, San Diego, CA 92140-5000
Commercial: (619) 524-5362 DSN: 524-5362

q. TWENTYNINE PALMS: Building 1406, Marine Corps Air Ground Combat Center, Twentynine Palms, CA 92278-8151
Commercial: (619) 830-6453 DSN: 957-6453

r. YUMA: Traffic Management Office, Bldg 151, Marine Corps Air Station, Yuma, AZ 85369-5030
Commercial: (602) 341-2735 DSN: 951-2735

4. Department of State Passport Agencies.

CITY STATE AND ZIP CODE

ADDRESS

- | | |
|-------------------------------|--|
| a. Boston, MA
02222-1094 | Thomas P. O'Neill Federal Bldg
10 Causeway Street, Suite 247
Telephone: (617) 565-6990 |
| b. Chicago, IL
60604-1564 | Kluczynski Federal Bldg
230 S. Dearborn Street, Room 380
Telephone: (312) 353-7155 |
| c. Honolulu, HI
96813-2809 | First Hawaiian Tower
1132 Bishop Street, Suite 500
Telephone: (808) 522-8283 |

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- d. Houston, TX Mickey Leland Federal Bldg
77002-8049 1919 Smith Street, Suite 1100
Telephone: (713) 653-3153

- e. Los Angeles, CA Federal Bldg
90024-3615 11000 Wilshire Blvd, Room 13100
Telephone: (310) 235-7070

- f. Miami, FL Claude Pepper Federal Office Bldg
33120-1680 51 SW First Avenue, 3rd Floor
Telephone: (305) 536-4681

- g. New Orleans, LA Postal Services Bldg
70113-1931 701 Loyola Avenue, Room T-12005
Telephone: (504) 589-6728

- h. New York, NY Rockefeller Center
10111-0031 630 Fifth Avenue, Suite 270
Telephone: (212) 399-5290

- i. Philadelphia, PA U.S. Custom House
19106-2970 200 Chestnut Street, Room 103
Telephone: (215) 597-7480

- j. San Francisco, CA Tishman Speyer Building
94105-2773 525 Market Street, Suite 200
Telephone: (415) 744-4444

- k. Seattle, WA Henry Jackson Federal Building
98174-1091 915 Second Avenue, Suite 992
Telephone: (206) 220-7788

- l. Stamford, CT One Landmark Square
06901-2667 Broad & Atlantic Streets
Telephone: (203) 325-4401

- m. Washington, DC 1111 19th Street, N.W., Room 300
20522-1705 Telephone: (202) 647-0518

Enclosure (3)

DOCUMENTATION REQUIRED FOR A NO-FEE PASSPORT

1. Proof of Citizenship. Documents acceptable for proof of U.S. Citizenship:

a. Passport. A U.S. passport previously issued or one in which the applicant was included that was issued on the basis of good citizenship evidence.

b. Birth Certificate. To be acceptable for passport purposes, the certificate must show the name of applicant, date and place of birth, that the report was filed within 1 year of birth, and must bear the signature of the registrar or other custodian of the original record and the raised, impressed, or multicolored seal of that office. Photostatic copies other than those issued by the appropriate registrar and those which do not bear the registrar's seal are not acceptable. Documents titled "Notification of Birth Registration" or "Birth Announcements" are acceptable only if they meet the criteria set forth above.

c. Delayed Birth Certificate. A certificate showing the original report of birth was filed more than 1 year after birth is acceptable provided it shows the report of birth was supported by acceptable secondary evidence of birth such as described in paragraph 1d(2) and 1d(3) below. If the recording of the birth was delayed because of adoption, the original adoption papers, with the court seal, must be submitted with the delayed birth certificate.

d. Secondary Evidence of Birth. If a birth certificate is not obtainable, the applicant must submit the best obtainable secondary evidence to include:

(1) Letter of No Record. A letter from the state official custodian of records stating there is no record of applicant's birth on file.

(2) Affidavit of Personal Knowledge. One or more notarized affidavits completed by a person having personal knowledge of the birth. These persons include a parent, older blood relative, or the physician, nurse, or midwife who attended the birth. The affidavit should state how they acquired knowledge of these facts. An affidavit should be accompanied by at least two public records.

(3) Public Records. These records may include baptismal certificates, hospital certificates, early census records, first school records, insurance records, family bible records, or

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newspaper files regarding birth. These records must have been created as near as possible to the date of birth.

e. Certificate of Citizenship. Issued by Immigration and Naturalization Service if the individual derived citizenship through the naturalization of natural parent(s). The original certificate must be submitted.

f. Report of Birth Abroad (Form FS-240) or Certificate of Birth (Form FS-545 or DS-1350). Issued by a U.S. Consulate or the Department of State if citizenship was acquired by birth abroad to a U.S. citizenship parent. The original certificate must be submitted.

g. Naturalization Certificate. Issued by Immigration and Naturalization Service. The original certificate must be submitted.

2. Photographs

a. Two identical photographs, taken from the same negative, are required for each passport applicant.

b. Must show the individual in civilian attire.

c. Must have been taken within the past 6 months, with a clear, front view, without hat or scarf, on thin non-glossy paper, with a light or white background.

d. May be either color or black and white.

e. Must be 2 by 2 inches in size. Head size must be between 1 inch and 1 3/8 inches.

3. Identification. A form of identification bearing both the signature and photograph of the bearer is required. A military ID card may be used.

4. DD Form 1056 MC. The Authorization to Apply for a No-Fee Passport and/or request for VISA (DD Form 1056 MC) must be typewritten and signed by an authorized official.

Enclosure (4)

HOW TO APPLY FOR A NO-FEE PASSPORT

1. Procedures for Applying for a No-Fee Passport

> CH 1 a. Appearing in Person. Anyone 14 years of age or older must appear in person before an authorized agent to sign a passport application. No one under 14 years of age is permitted to sign an application and need not appear. Both parents or legal guardian(s) are to appear in person before a passport acceptance agent and, under oath, sign the passport application for a child under the age of 14. Guidelines and requirements for parents or guardians, based on their ability to appear in person to apply for a child under 14 years of age, are in paragraph 1a(2) below.

(1) Applicant Requirements: The following items must be in the applicant's possession at the time of application:

(a) DD Form 1056, "Authorization to Apply for a "No-Fee" Passport and/or Request for Visa", signed by an authorized official.

(b) Proof of U.S. citizenship is discussed in enclosure(4).

(c) Two identical photographs as required by enclosure (4).

(d) Identification bearing both signature and photograph. Military ID card is recommended.

(2) Applying for a Minor: In addition to the requirements in paragraph 1a(1) above, the following are guidelines for parents or guardians applying for a passport for a child under 14 years of age, based on their ability to appear in person:

(a) Both Parents are Available to Apply. When both parents or legal guardians are able to appear in person, they must be able to establish three things:

1 Their own identity - a photocopy of each parent's/guardian's valid photo identification card (e.g., military ID card (front and back), driver's license, U.S. or foreign passport with recognizable photo, naturalization certificate or certificate of citizenship, alien registration card issued by the immigration and naturalization service) must be attached to the minor's application.

2 The Child's U.S. Citizenship. One of the following documents must be submitted: Certified U.S. Birth Record; FS-240, "Report of Birth Aboard"; DS-1350, "Certification of Birth Abroad"; Naturalization Certificate; previous U.S. passport.

3 Their Relationship to the Child. The document submitted must show the names of both parents: Certified U.S.

Birth Record; Certified Foreign Birth Record; FS-240, "Report of Birth Abroad" DS-1350, "Certified of Birth Aboard"; adoption decree (must show adoptive parents' names). Birth certificate showing both parents' names must be submitted even when using a previous passport as citizenship evidence.

(b) Only one Parent is Available to Apply. The parent who appears in person must submit documentation to explain the absence of the other parent. One parent may sign the application if he/she can submit one of the following:

1 Death certificate of the other parent.

2. A Non-Notarized, signed statement from the absent parent consenting to the issuance of a passport for the minor

3 The child's certified birth record (U.S. or Foreign) which lists only the name of the parent making the application for the minor.

4 The child's "Report of Birth Abroad" or "Certification of Birth Abroad" which lists only the name of the parent applying for the passport.

5 A court order granting sole custody to the parent who is making the application and which does not contain restrictions on the minor's travel.

6 An adoption decree, which lists the name of only the parent making the applications.

7 A judicial declaration of incompetence of the absent parent

8 A copy of the commitment order or other comparable document for the incarcerated parent. If none of the above documentation is available, the parent who is applying for the passport must submit a non-notarized signed statement explaining why he/she cannot obtain the consent of the absent parent.

(c) No Parent Available to Apply. When no parent or guardian is available, the person who applies must appear in person with a notarized written statement or affidavit from both parents or custodial parent(s) authorizing him/her to apply for the passport for the minor. When the statement or affidavit is only from one parent, evidence of sole custody must also be submitted.

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2. Consecutive Overseas Tours

a. Marines serving two consecutive overseas tours, returning to CONUS between tours and needing official or diplomatic passports for the second assignment, should apply for passports upon arrival in CONUS and immediately notify the CMC (MMOS-5) DSN 224-1651/6574 or commercial (703) 614-1651/6574 for expeditious handling.

b. Marines serving two consecutive overseas tours, who are NOT returning to CONUS between tours, needing official or diplomatic passports for their new assignment, should apply for their passports at the American Consulate and make inquiries regarding visa requirements. The consulate will forward the applications to the Department of State, Washington, D.C., via diplomatic pouch where passports will be issued and returned to the Consulate for delivery to the applicants, unless otherwise instructed.

3. Fees. There is no execution fee for applying for a no-fee passport before a clerk of a Federal Court. A clerk of a state or probate court is authorized to collect a \$10.00 execution fee per application. This is a reimbursable item, as are visa fees, the cost of photographs and birth certificates, or other acceptable evidence of citizenship required in connection with applying for no-fee passports.

4. Receipt of Passport by the Traveler. Passports will not be released to individuals on PCS orders until the area clearance has been confirmed by the activity processing the port call. Passports will be received from the detaching command prior to detachment. Passports may be mailed to a CONUS address in item 13 of the DD Form 1056 MC when the PCS authorizes detachment prior to receipt of passports.

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DD FORM 1056 MC WITH ADMINISTRATIVE INSTRUCTIONS

1. The DD Form 1056 MC is the **"Authorization to Apply for a No-Fee Passport and/or Request for Visa."** It is not an application for a no-fee passport.
2. The DD Form 1056 MC is issued to Marine Corps-sponsored personnel, military and Federal employees, and their dependents for OFFICIAL travel only.
3. The DD Form 1056 MC will be issued to dependents for accompanied tours, when traveling at Government expense in connection with a sponsor's official assignment. It will not be issued to dependents visiting abroad or for travel at personal expense to join sponsors who are serving on a dependent restricted tour.
4. Availability of Forms. Commanders will requisition forms through their regular military supply system and not accept forms printed for another military service. Specifically, the forms are ordered by the "Navy Cognizance I Supply System, DD Form 1056 MC, Authorization to Apply for a No-Fee Passport and/or Visa, stock number S/N 0102-LF-001-0567". Forms are currently available on Form Flow.
5. When it is necessary to request issuance of a completed DD Form 1056 MC from the CMC (MMOS-5), the request will include the following information.
 - a. Full name (including middle name), date and place of birth of each person requiring a passport, and the name, grade SSN and MOS of the sponsor. Current address, phone number and leave address, phone number with In Care Of are also required.
 - b. Geographical destination or country of assignment.
 - c. Date of departure and duration of stay.
 - d. If the request is for dependents, indicate their mailing address and phone number. Dependents will be provided with a package of completed forms and instructions on how to apply for a no-fee passport.
6. When applying at OTHER THAN a Marine Corps activity, **UNLESS** completed applications are mailed directly to the CMC, the self-addressed card copy (copy No. 5) of the DD Form 1056 MC must be mailed by the applicant after entering the date and place application was made.

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7. Administrative Instructions for Completion of the DD Form 1056 MC

a. The DD Form 1056 MC, when completed and signed by an authorized official, is the authorization for a passport agent to accept an application, with the required supporting documents, for a no-fee passport. This form is used in lieu of official travel orders; however, Passport Services of the Department of State reserves the right to request travel orders in addition to the DD Form 1056 MC.

b. The DD Form 1056 MC must be typewritten and completed as follows:

(1) Item 1

(a) PCS Travel. Enter the planned date of departure from current duty station.

(b) TAD Travel. Enter the date of departure from duty station.

(2) Item 2. Enter USMC

(3) Item 3. Enter complete name including middle name.

(4) Items 4, 5, 6. Self-explanatory.

(5) Item 7. Include MOS, i.e. 2ndLt/0180.

(6) Item 8. Self-explanatory.

(7) Items 9 and 10. Enter all information requested. Ensure home and business phone numbers are included.

(8) Item 11.

(a) For PCS, military - enter country of assignment and if applicable, projected TAD countries that require official passport. Attach copy of orders stating PCS and projected TAD areas.

(b) For TAD personnel - enter all countries to be officially visited.

(c) For PCS, dependents - enter country of assignment.

(9) Item 12. For diplomatic personnel - enter particular

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assignment, i.e., Attache, JUSMAG, etc. as indicated in PCS orders.

(10) Item 13

(a) Enter the address of the PCP of the detaching command where Marine will receive passport(s) prior to detachment.

(b) Enter the CONUS address where dependents may receive their passports if PCS orders authorize detachment prior to receipt of passports.

(11) Items 14, 15, and 16. Self-explanatory.

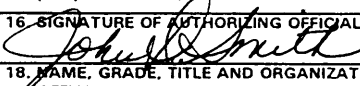
(12) Item 17. Remarks, specific TAD itinerary or pertinent information, etc. (additional space provided on reverse).

(13) Item 18. Provide all requested information, including date and telephone number.

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**SAMPLE AUTHORIZATION TO APPLY FOR A "NO-FEE"
PASSPORT AND/OR REQUEST FOR VISA (DD FORM 1056 MC)**

THIS FORM MUST BE TYPED *(See DoD 1000.21-R for form completion instructions.)*

AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT 961110	2. MAJOR SERVICE COMPONENT USMC
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME FARRELL SALLY JANE		4. APPLICANT'S DATE OF BIRTH 550304	5. APPLICANT'S PLACE OF BIRTH AKRON, OH
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <input type="checkbox"/> (If same as Item 3, check block) FARRELL WILLIAM ROBERT		7. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE LTCOL/2501	8. SPONSOR'S SSN 231-45-6789
9. APPLICANT'S CURRENT HOME ADDRESS AND ZIP CODE <i>(Include home and office telephone no. and area code)</i> 846 S. SUCCESS AVENUE LAKELAND, SC 29963 (H) (803) 999-1213 (W) (803) 345-8834		10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 <i>(Include telephone no. and name of person with whom residing)</i> C/O JAMES FARRELL 789 CITY STREET, HAYES, VA 23436 (345) 992-7751	
11. DESTINATION <i>(Country or Countries)</i> JAPAN	12. LIST SPECIAL ASSIGNMENT REQUIRING PASSPORT* <i>(See NOTE below)</i>	13. PASSPORT WILL BE FORWARDED TO: <i>(Include complete mailing address, to include building number, room number, and ZIP Code)</i> MILITARY PASSPORT AGENT TRAFFIC MANAGEMENT OFFICE, BLDG 646, MCRD PARRIS ISLAND, SC 29905-5000 (803) 525-1234 DSN: 832-4321	
14. EST DATE OF DEPARTURE <i>(From country in which applicant is currently residing)</i> 961120	15. PROPOSED LENGTH OF STAY 3 YEARS	16. SIGNATURE OF AUTHORIZING OFFICIAL AND DATE  96082	
17. ADDITIONAL INFORMATION <i>(Continuation sheet may be added)</i> SAMPLE		18. NAME, GRADE, TITLE AND ORGANIZATION OF AUTHORIZING OFFICIAL <i>(Include complete mailing address, tel. no. and area code)</i> JOHN D. SMITH, 1STLT, SUCM HEADQUARTERS CO, HQBN, MCRD PARRIS ISLAND, SC 29905 (803) 525-4321 DSN: 832-4321	

*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."

DD FORM 1056, MAY 92 (EG)

Previous edition is obsolete.

Designed using Perform Pro, WHS/DIOR, Jul 94

COPY 1

ATTACH TO PASSPORT APPLICATION (Form DSP-11)

PRIVACY ACT STATEMENT

AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.

PRINCIPAL PURPOSES: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.

ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.

DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.

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VISAS

1. Visas. A visa is official evidence that a person has the approval of a foreign government to enter its territory and to remain for a specific period of time. The visa appears as a stamp in the passport and cannot be granted without a passport.

2. The CMC (MMOS-5) will obtain all visas for official travel as follows:

a. Marines and Dependents who are United States Citizens. No-fee passports issued to Marine Corps sponsored personnel from the Department of State, Washington, D.C. will be returned to Headquarters, U.S. Marine Corps for further distribution to the individuals. Before these passports are released, any necessary visas will be obtained by the CMC (MMOS-5). Dependent upon the country to be entered, additional photographs, forms to be completed, information, etc., may be required.

b. Alien Dependents. The CMC (MMOS-5) will obtain visas in alien dependent passports, when required for accompanied tours. The alien dependent must submit an updated passport for this purpose. Further requests may be made of the alien for fees, photographs, completed forms, etc., depending upon the requirements of the country to be visited and nationality of the alien.

c. Visas Required by CONUS Marines for TAD. Marines with a valid passport must submit the passport, a complete DD Form 1056 MC, and a detailed travel itinerary. Unit deployments requiring visas are exempt from providing DD Form 1056 MC's on each individual. For groups of 5 or more, a memorandum to CMC (MMOS-5) providing us with all pertinent information, i.e. names, ranks, passport numbers will suffice.

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ELIGIBILITY FOR OFFICIAL AND DIPLOMATIC PASSPORTS

1. Official (Red) Passports

a. Eligibility for issuance of official (red) passports depends on destination. For military personnel who travel abroad, official passports are restricted to those who will travel to a country which requires military members to carry official passports versus ID card and orders. For both military and civilian Government employees who are assigned within the United States, official passports are not issued unless they have definite projected travel commitments. Enclosure (9) contains a list of country requirements. The Department of Defense Foreign Clearance Guide (FCG) is the basis for State Department determination as to documentary requirements for travel of American military personnel outside the United States and is therefore a more comprehensive listing. The FCG is maintained by the Commandant of the Marine Corps (MMOS-5) for reference in the event more information than is contained in enclosure (9) is required.

b. For those personnel executing permanent change of station orders to countries not requiring an official passport for entry, but once on station, require official passports for TAD travel, item 11 of the [DD Form 1056 MC](#) and the destination section of the passport application must indicate PCS country/TAD countries in area of responsibility that require the official (red) passport for entry. See paragraph 2c of enclosure (2).

c. Official passports are not issued to dependents, including spouses, traveling on TAD unless travel orders show that per diem will be provided for the spouse. A maximum of 6 months may be given for one trip due to visa requirements.

2. Diplomatic (Black) Passports. Eligibility for issuance of diplomatic (black) passports is based upon a special billet assignment versus country assignment. Diplomatic passports are issued to military members and their dependents when their assignment requires the use of the diplomatic passport. CMC orders will include the special billet assignment and will direct Marines to apply for diplomatic passports. The special billet assignment information will be required when applying for the passport.

3. General Information

a. CMC orders will direct Marines to apply for passports in

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accordance with this Order for billets known to require official passports. Joining commands should assume CMC is unaware of passport requirements if inbound Marines' orders do not direct them to obtain passports.

b. In such cases, joining commands must then notify inbound Marines via their current commands (copy to the CMC (MMOA, MMEA, MMOS-5) that they should apply for no-fee official (red) passports. The joining commands must include in their notification the names of specific countries that require passports.

c. Providing specific countries is important in order for the State Department to determine eligibility for official no-fee passports based on travel to countries requiring the use of passports. The countries which require passports vice ID cards and orders are listed in the FCG as cited above.

d. Upon completion of the official duties for which the diplomatic or official passport was issued, it must be turned in immediately to the CMC (MMOS-5) so that an accurate accountability can be maintained. Department of State Form DSP-19 (Passport Amendment/Validation Application), must be completed and accompany each passport that is returned. In the "Other Action Requested" area of the Form, state the reason why the passport is being returned, whether it should be canceled and returned for souvenir purposes or filed for later use. If follow-on assignment will require an official (red) passport, the passport may be given to the service member to take to the next command.

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AREA COUNTRY REQUIREMENTS

The Status of Forces Agreements govern official passport requirements for PCS and TAD travel for DoD-sponsored personnel. Passport requirements differ for military personnel, dependents and DoD civilian employees. In addition to passports, all dependents must have a copy of their sponsor's orders identifying each dependent by name and relationship in possession while traveling. The following list is not all-inclusive. When in doubt, contact one of the agencies listed in enclosure (3) of this Order or CMC (MMOS-5).

ARGENTINA	Passports and visas required. Passports must be signed and exact purpose of visit and port of entry are required to obtain visa.
ARMENIA	Passports and visas required for all travelers.
AUSTRALIA	Passports required for civilian personnel and dependents. Although passports are not required for military, official PCS and TAD travel orders must have Australia named as a destination. PCS personnel should be aware that travel to neighboring countries (New Zealand, Vanuatu, Fiji, etc) will require a passport. PCS orders must contain Australia as the PCS destination with projected TAD countries listed.
AUSTRIA	Passports required for all travelers. Visas are required for travelers staying over 90 days.
AZERBAIJAN	Passports and visas required for all travelers.
BAHAMAS	Passports are not required. Proof of U.S. citizenship required.
BAHRAIN	Passports and visas required. Exception is made for military members entering in a TAD status and departing via military or military contract aircraft or the causeway between Bahrain and Saudi Arabia.
BELGIUM	Passports required for civilian employees, military assigned as attaches, to the Office

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of Defense Coordination (ODC), Personnel Exchange Personnel and the U. S. Delegation to the NATO Military Committee (USDELMC). Visas are required for civilian personnel remaining over 3 months.

BELIZE	Passports are required for all travelers.
BERMUDA	Passports are not required. Proof of U.S. citizenship required.
BOLIVIA	Passports and visas required for all travelers.
BRAZIL	Passports and visas required for all travelers. Passports must be signed prior to obtaining visas.
BULGARIA	Passports are required for all travelers. Visas are required for stays of 30 days or more.
CAMEROON	Passports and visas required for all travelers.
CANADA	Passports and visas are not required. ID, orders and proof of U. S. citizenship required.
CENTRAL AFRICAN	Passports and visas required for all REPUBLIC travelers.
CHAD	Passports and visas required for all travelers.
CHILE	Passports and visas required for all travelers.
CHINA, PEOPLES REPUBLIC	Passports and visas required for all travelers. VISAS MUST BE OBTAINED IN ADVANCE. ATTEMPTED ENTRY WITHOUT VISA COULD RESULT IN A \$1000.00 US FINE AND MOST LIKELY REFUSED ENTRY AND FORCED TO RETURN TO POINT OF ORIGIN AT OWN EXPENSE. If travel to Mongolia is planned, travelers must obtain a

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dual-entry Chinese visa. Obtaining a Chinese visa may require a **minimum** of six weeks.

COLOMBIA Passports and visas required for all travelers.

COMMONWEALTH OF See Individual countries.
INDEPENDENT STATES
(CIS) FORMER USSR

COSTA RICA Passports required for all travelers. Personnel traveling on diplomatic passports require visas. Visas are not required for other travelers. Military personnel arriving in Costa Rica without passports may purchase a tourist card; however, during the departure process, proof of US citizenship must be provided. Commercial airlines will not accept TAD orders or military ID cards as proof of citizenship.

CYPRUS Passports are required for all travelers. Visas are issued at port of entry for stay up to three months (extendable). ID cards and orders are required.

DENMARK Passports required for all travelers except military personnel assigned to NATO BALTOP. Residence permit are required for persons staying over three months. This may be obtained once no-fee passport are received.

DIEGO GARCIA Passports are not required for military personnel on Diego Garcia; however, if routing through Singapore, a passport is required.

DOMINICAN REPUBLIC Passports and visas required for all travelers.

ECUADOR Passports required for all travelers. Visas required if cumulative time in Ecuador is more than 90 days per calendar year. No visa required for under 90 days.

EL SALVADOR Passports and visas required for all travelers.

ESTONIA Passports are required for all travelers.

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Visas are not required for US citizens staying less than 90 days.

FINLAND Passports required for all travelers. Visas not required for stays up to three months. The three month period begins when entering the Scandinavian area (Sweden, Norway, Finland, Denmark, Iceland).

FRANCE Passports and visas required for all civilian personnel. Military personnel assigned PCS to France will require passports and visas. Military personnel traveling TAD are exempt passports but must have ID cards and NATO travel orders listing FRANCE as a destination.

GAMBIA Passports and visas required for all travelers.

GERMANY Civilian travelers require passports. Military personnel assigned to American Embassy, Office of Defense Cooperation (ODC), or other American embassy related duties require passports. All other military are exempt passports.

GHANA Passports and visas required for all travelers.

GREECE Passports and visas required for all civilian travelers. Military personnel assigned to American Embassy or ODC personnel require passports and visas. All other military personnel exempt passports.

GUAM Passports and visas not required.

HAITI Passports and visas are not required for Department of Defense civilians and military members. All personnel except those traveling by military aircraft will be required to pay \$25 US plus 10 Haitian gourdes departure tax at the airport.

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HONDURAS	Passports are required. Visas not required.
HONG KONG	Passports required for all civilian personnel traveling to Hong Kong. Military personnel staying more than 30 days require passports. Visas are not required for diplomatic passports and are required only in official, no-fee passports for stays of more than 30 days.
ICELAND	Passports are required for all civilian personnel. All civilian personnel staying in Iceland over 90 days require a visa. Military personnel are exempt passports but must have ID cards.
INDIA	Passports and visas required for all travelers.
INDONESIA	Passports and visas required for all travelers.
ISRAEL	Passports and visas required for all travelers.
ITALY	Passports required for civilian personnel. Military personnel require passports for designated billets. Refer to PCS orders to determine if passport is required.
IVORY COAST	Passports are required for all personnel. Visas are required for all personnel staying over 90 days.
JAPAN	Passports are required for all civilian personnel. Appropriate endorsements will be entered by the Department of State. Military personnel are exempt passports unless specifically required for mission (e.g., Mutual Defense Assistance Office (MDAO), defense attaches, and mission personnel).
JORDAN	Passports and visas are required for all travelers.
KAZAKHSTAN	Passports and visas required for all travelers.

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KENYA Passports and visas required for all travelers.

KOREA Passports and visas required for all civilian personnel. Military personnel, except those assigned to tri-service advisory groups, and attaches are exempt passports.

KYRGYZSTAN Passports and visas required for all travelers.

LATVIA Passports required for all travelers. Visas are required for stay of over 90 days.

LITHUANIA Passports required for all travelers. Visas required for stays of over 90 days.

MACEDONIA (Former Yugoslav Republic of) Passports are required for all travelers. Visas are not required. US citizens can obtain entry permission at border points of entry.

MADAGASCAR Passports and visas are required for all travelers.

MALAYSIA Passports are required for all travelers. Visas are required for stays over six months.

MOROCCO Passports are required for all travelers. Visas not required, however, border officials must stamp passport upon entrance to Morocco. HOLDERS OF UNSTAMPED PASSPORTS ARE SUBJECT TO DETENTION, FINE, AND DEPORTATION. NOTE: ABOVE ENTRANCE FORMALITIES ARE OF UTMOST IMPORTANCE TO ALL TRAVELERS IN VIEW OF ARRESTS OF AMERICANS IN MOROCCO WITHOUT VALID ENTRY STAMPS IN PASSPORTS.

NETHERLANDS Passports required for all civilian personnel traveling to the Netherlands. Military are exempt passports except when assigned to the American Embassy or Office of Defense Cooperation. Visas are not required for stays of 90 days or less.

NEW ZEALAND Passports required for all travelers. Visas not required for up to 3 months. "Operation Deep Freeze" personnel may enter with ID cards

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and orders, provided orders indicate participation in "Operation Deep Freeze"

NICARAGUA Passports required for all travelers. Visas are not required.

NORWAY Passports required for civilian personnel. Military assigned to the American Embassy require passports. All other military exempt passports. Visas required for stays of 90 days or more.

OMAN Passports and visas required for all travelers. Military members are exempt passports and visas if entering and exiting via military aircraft.

PORTUGAL Civilian travelers require passport. Visas are not required. Military members not assigned to NATO units, Foreign Area Officer and members of Personnel Exchange Program require passports. All other military are exempt.

PUERTO RICO Passports and visas not required.

ROMANIA Passports required for all travelers. Visas required for stay of 30 days or more.

RUSSIA Passports and visas required for all travelers. A LETTER OF INVITATION FROM THE RUSSIAN SPONSOR MUST ACCOMPANY ALL VISA REQUESTS.

SAUDI ARABIA Passports and visas required for all travelers. Exception is made for deployed forces in support of current operations. Military personnel entering TAD/TDY via military or military contract aircraft. These personnel must depart via military or military-contract aircraft. Those military entering via commercial aircraft must have passport and visa. Military in PCS status require passport and visa. ALL personnel entering Jeddah International (King Abdul Aziz) Airport require passport and visas. PLANE-SIDE VISAS ARE NOT AVAILABLE.

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SCOTLAND See United Kingdom.

SENEGAL Passports required for all travelers except for military personnel arriving and departing by Navy ship. These personnel may enter with military ID card only. Personnel entering by Navy ship and departing by other means, i.e., commercial air, must have passport. Visas not required for stays of 90 days or less.

SINGAPORE Civilian travelers require passports. Military personnel arriving and departing Paya Lebar, Changi International, Sembawang Wharves, and Clifford Pier on PCS or TAD orders with military ID card do not require passports. Visas not required.

SOUTH AFRICA Passports and visas required for all travelers.

SPAIN Civilian travelers require passports. Dependents of U.S. Civil Service employees, without a dependent ID card need a certificate, providing their status as a dependent, issued by a U.S. personnel center, in Spanish in the following format: "Certificado Personas Dependientes (Art. 36 del Convenio de Cooperacion para la Defensa entre el Reino de Espana y los Estados Unidos de America de 1 Diciembre de 1988 (B.O.E. num. 108 de 6.05.89) en Relacion con el art. I parrafo 1.B.) de Convenio entre las partes del Tratado del Atlantico Norte relativo al estatutod de sus Fuerzas de 19.06.51 (B.O.E. num. 120 de 20.05.83). Don (name and position), Certifico Que Don (Mr/Ms and name), de nacionalidad (nationality) y residente en (place of residence) es (wife, husband, son, daughter, father, or mother) de don (sponsor) con numero de la seguridad social (SSAN) (Member of the force, civilian component, contractor employee of non-commercial organization) re conociendose por las autoridades militares de los Estados Unidos de America su condicion de persona dependiente de dicho (member of the force, etc.) y para que asi conste y pueda acreditarlo al interesado, firma al

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persente en (place) on (date). Firma y sello (signature and seal)." Military personnel may enter Spain with military ID card and PCS or TAD orders. Passports and visas are required only for personnel assigned to the American Embassy, Madrid (.eg. USDAO, ODC and similar organizations).

SWEDEN Passports are required for all travelers. Visas required for stays of more than 90 days. Military personnel assigned to US military units in Western Europe may be exempted from passport requirements if they can show a valid military ID card and can surrender a copy of a valid "Special Order," "Leave Order," or "Official Travel Order" naming Sweden as a specific destination. Despite this exemption, possession of valid US passport is strongly recommended.

SWITZERLAND Passports required for all travelers. Personnel staying over 90 days must register with police. Contract personnel assigned and residing over 90 days must have visas.

TAIWAN PERSONNEL TRAVELING TO TAIWAN ARE REQUIRED TO OBTAIN AND UTILIZE TOURIST PASSPORTS. PHOTOS FOR PASSPORTS AND VISAS MUST BE IN CIVILIAN ATTIRE. Visas are required.

TAJIKISTAN Passports and visas required for all travelers.

TUNISIA Passports required for all travelers. Visas required for stays over four months.

TURKMENISTAN Passports and visas required for all travelers.

UKRAINE Passports and visas required for all travelers.

UNITED KINGDOM Passports required for all civilian travelers. Military, except attache personnel Foreign Area Officer trainees, Personnel Exchange Program Personnel and officers attending foreign schools are exempt passports. Visas not required.

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URUGUAY	Passports and visas required for all travelers.
UZBEKISTAN	Passports and visas required for all travelers. Passports must be signed to obtain visa.
VENEZUELA	Passports and visas required for all travelers. Aircraft arriving/departing as crew members require ID cards and orders only if remaining less than 72 hours.
YEMEN	Passports and visas required for all travelers.
ZAIRE	Passports, visas and immunization records required for all travelers.
ZAMBIA	Passports and visas required for all travelers.

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MILITARY PASSPORT AGENTS

1. Military passport agents exist due to the cooperation between the Departments of State and Defense to better serve the passport needs of each branch of the Armed Forces.
2. Marine Corps military passport agents (hereafter referred to as agents) are nominated by the Marine Corps installation and appointed by the Department of State, via the CMC (MMOS-5).
3. Commands requesting their initial agents will submit a letter of justification (Appendix A) to the CMC (MMOS-5) and will nominate a passport agent. Nominees must be U.S. citizens. The nomination letter will contain the following information.
 - a. Full name, grade (military or civilian), SSN, Date and Place of Birth; any nominated individual who has been naturalized must provide date and place of naturalization.
 - b. The assurance that the agent will be remaining on station for a minimum of one year.
4. Commands nominating replacement agents will forward the letter of request to the CMC (MMOS-5) containing the following information:
 - a. Full name, grade (military or civilian), SSN, Date and Place of Birth; any nominated individual who has been naturalized must provide date and place of naturalization, and telephone numbers, both DSN and commercial of the individual nominated.
 - b. Name of agent being replaced
 - c. The assurance that the agent will be remaining on station for at least one year.
5. The Passport Agents Manual, the primary source document, is issued with the initial designation only, and remains the property of the command.
6. Functions of Military Passport Agents
 - a. The agent is responsible for submitting all no-fee passport related materials to the CMC (MMOS-5). Applications meeting all requirements will be delivered to the Department of State for processing.

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b. Material requiring remedial action will be held at this Headquarters until such action is completed. To minimize the delay in processing applications, the processing agent will be responsible for all corrective action as soon as possible after notification. Any applications held for six months will be abandoned and citizenship evidence returned to the applicant.

c. Agent responsibilities include:

(1) Establishing eligibility for a no-fee passport, either by examination of official orders or acceptance of a completed [DD Form 1056 MC](#).

(2) Establishing the identity of the applicant and recording the information on the application.

(3) Ensuring all sections of the DSP-11, Application for Passport, are properly completed.

(4) Examining U.S. citizenship evidence and photographs for authenticity per the Passport Agents Manual.

(5) Examining and preparing the Authorization to Apply for a No-Fee Passport ([DD Form 1056 MC](#)) (**for Marine Corps personnel only**).

(6) Having the applicant swear or affirm to the truth of the statement given and sign the application. (If the applicant is under the age of 13, either a natural parent or legal guardian must sign for the applicant.) The agent will then sign and date the application.

(7) Accepting applications for a no-fee passport for members of another service only upon presentation of completed and signed [DD Form 1056 MC](#) from their parent service.

(8) Forwarding the entire passport package to the CMC (MMOS-5) as soon as possible, maintaining a file for future reference as to the applications accepted and date mailed.

d. Acceptance of Fee Applications for Passports. The Department of State has requested that Military Passport Agents not accept tourist applications. Occasionally, special permission is given to Military Passport Agents when military groups are required to obtain tourist passports. Permission is granted on a case by case basis. Permission is not granted to individuals wishing to purchase a passport for their own personal

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travel. Group permission must be requested through CMC (MMOS-5). Any follow-up action, if required, will be the responsibility of this office.

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(SAMPLE AGENT APPOINTMENT/CANCELLATION REQUEST)

From:

To: Commandant of the Marine Corps, Headquarters, U.S. Marine
Corps (Code MMOS), Washington, D.C. 20380-1775

Subj: APPOINTMENT/CANCELLATION OF PASSPORT AGENT

1. Request appointment of below listed individual(s) as passport agent(s). The following information is provided in accordance with DoD Regulation 1002.21-R.

a. Full Name: _____

Grade/Rank: _____ Birthplace: _____

b. DSN, Commercial, and FAX Numbers: _____

c. Organization Mailing Address: (Include unit designation, office symbol, street address, building number, room number and zip+four). _____

d. Number of Passports Processed Each Month: _____

e. Agent Being Replaced: (Full name, grade/rank and agent ID code) _____

2. Justification: (Justification is only required if this is a new request or requesting additional agents).

3. Please contact (Name, grade/rank at DSN/commercial numbers) _____) if you have any questions.

(Signature of agent nominee) (Signature of Authorizing Official)
(name and grade) (name, grade and title)

1st Ind: (DoD approval office)

Your request is approved/disapproved.

DoD Approval/Disapproval Authority

PASSPORT AND VISA INFORMATION FOR TRAVEL TO JAPAN BY
NONCOMMAND-SPONSORED MARINE DEPENDENTS

1. Information: Dependents of Marines on unaccompanied tours who desire to join sponsors at their own expense must travel on tourist passport and visas. Visas are not required for U.S. citizens for tourists visits of up to 90 days. Individuals who wish to stay in Japan for the full 12-month unaccompanied tour require visas prior to departure from CONUS.

2. Obtaining U.S. Passports and Japanese Visas. Although the responsibility of obtaining tourist passports and visas for Japan rests solely with the sponsor and the dependents, CONUS commanders are tasked with providing help to Marine dependents who wish to join or accompany individual sponsors serving an unaccompanied tour in Japan. Noncommand-sponsored Marine dependents may obtain correct visas, appropriate for their visit, by submitting a valid regular (tourist) passport and the required documentation to a Consulate General of Japan listed in enclosure (13).

3. Alien Passports and Japanese Visas. Noncommand-sponsored Marine alien dependents may obtain correct visas by submitting a valid alien passport and the required documentation to a Consulate General of Japan listed in enclosure (13). Depending upon nationality of dependent, the Japanese authorities may require additional documentation, such as marriage certificate, name in Chinese letters, etc.

4. Documents Required to Obtain a Visa.

a. To obtain a visa for a stay of over 90 days to accommodate the full 12 month tour, the following documents are required:

(1) Valid regular (tourist) passport for each dependent.

(2) Two Japanese visa Forms 1-C. These forms are available from the consulates listed in enclosure (13) and the CMC (MMOS-5).

(3) Two passport size photographs.

(4) Letter of authority for dependents to be present in Japan with sponsor. Dependents traveling to Japan for a visit in excess of 90 days to accompany or join sponsor on an unaccompanied tour must have this letter. Commanding Generals and Commanding Officers of overseas commands have the authority

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to issue this letter. Letters from CONUS commanders may or may not be accepted, depending on the requirements of the specific consulate or embassy visited. A sample letter is shown in enclosure (14).

(5) Letter of financial responsibility from the sponsor stating the assumption of full financial responsibility for dependent(s). A sample letter is shown in enclosure (15).

Enclosure (11)

EMBASSY AND CONSULATES OF JAPAN IN U.S.A.

1. After obtaining all required documents, forward them to the office which services the area in which the individual resides, as indicated below, to obtain an appropriate visa:

<u>INDIVIDUAL RESIDES IN</u>	<u>OBTAIN VISA FROM</u>
Alaska	Consulate General of Japan, 550 West 7th Avenue Suite 701 Anchorage, AK 99501 Telephone: (907) 279-8428
Alabama Georgia North Carolina South Carolina	Consulate General of Japan, 100 Colony Square Building 1175 Peachtree Street, N.E. Suite 2000 Atlanta, GA 33061 Telephone: (404) 892-2700
Connecticut, Maine Massachusetts New Hampshire Rhode Island, Vermont	Consulate General of Japan, Federal Reserve Plaza 14th Floor 600 Atlantic Avenue Boston, MA 02210 Telephone: (617) 973-9772
Illinois Indiana Minnesota Wisconsin	Consulate General of Japan, Olympia Centre Suite 1100 37 North Michigan 7 Avenue Chicago, IL 60611 Telephone: (312) 280-0400
Michigan, Ohio	Consulate General of Japan, The Westin Hotel, Room 3450 Renaissance Center Detroit, MI 48243 Telephone (313) 567-0120
Hawaii	Consulate General of Japan, 1742 Nuuanu Avenue, Honolulu, HI 96817-3294 Telephone: (808) 536-2226
Oklahoma Texas	Consulate General of Japan First Inter-State Bank Plaza Suite 5300, 1000 Louisiana Street Houston, TX 77002 Telephone: (713) 652-2977
Iowa, Kansas, Missouri North & South Dakota Nebraska	Consulate General of Japan 911 Main Street Kansas City, MO 64105-2076 Telephone: (816) 471-0111

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Arizona	Consulate General of Japan
Southern California (see note)	350 South Grand Avenue Suite 1700
New Mexico	Los Angeles, CA 90071
	Telephone: (213) 617-6700

NOTE: The Consulate General of Japan, Los Angeles, CA, provides visas for the following counties in California: Los Angeles, Orange, San Diego, Santa Barbara, Imperial, Riverside, San Bernadino, Ventura, and San Luis Obispo. Individuals residing in all other counties must request visas from the consulate in San Francisco.

Florida	Consulate General of Japan
	World Trade Center Building
	80 S. W. 8th Street Suite 3200
	Miami, FL 33130
	Telephone: (305) 530-9090

Arkansas	Consulate General of Japan
Kentucky	One Poydras Plaza
Louisiana	639 Loyola Avenue Suite 2050
Mississippi	New Orleans, LA 70130
Tennessee	Telephone: (504) 529-2101

Delaware, West Virginia	Consulate General of Japan
New York, Puerto Rico	299 Park Avenue
Pennsylvania, New Jersey	New York, NY 10171
Virgin Islands	Telephone: (212) 371-8222

Southern Idaho (see note)	Consulate General of Japan
Oregon	2400 First Interstate Tower
Wyoming	1300 S. W. Fifth Avenue
	Portland, OR 97201
	Telephone: (503) 221-1811

NOTE: The Consulate General of Japan, Portland, OR, provides visas for individuals residing in southern Idaho only. Individuals residing in Northern Idaho must request visas from the Consulate in Seattle, WA.

Northern California (see note)	Consulate General of Japan
Colorado, Nevada	50 Fremont Street Suite 2000
Utah	San Francisco, CA 94105
	Telephone: (415) 777-3533

NOTE: The Consulate General of Japan, San Francisco, CA, provides visas to individuals not included in the counties listed under the Los Angeles Consulate.

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Northern Idaho (see note) Consulate General of Japan
Montana 601 Union Street Suite 500
Washington Seattle, WA 98101
Telephone: (206) 682-9107

NOTE: The Consulate General of Japan, Seattle, WA, provides visas for Northern Idaho only. Individuals residing in the Southern Idaho area must request visas from the consulate in Portland, OR.

Guam Consulate General of Japan
Guam International Trade
Center Building
590 South Marine Drive Suite 604
Tamuning, GU 96911
Telephone: (671) 646-1290

Washington, DC Consulate General of Japan
Virginia 2520 Massachusetts Ave, N.W.
Maryland Washington, DC 20008
Telephone: (202) 939-6800

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SAMPLE LETTER OF AUTHORITY FOR NON-COMMAND SPONSORED DEPENDENTS
TO BE PRESENT IN JAPAN WITH SPONSOR FOR 12-MONTH UNACCOMPANIED
TOUR

From: CO, _____
To: The Consulate of Japan

Subj: AUTHORITY FOR DEPENDENT(S) TO BE PRESENT IN JAPAN WITH
SPONSOR

1. Authority is granted for the dependent(s) listed below to be present in Japan with the sponsor, (Grade) (Full Name) (SSN) USMC, who is serving a 12-month tour in Japan for the United States Marine Corps.

Name

2. The above named dependent(s) qualify under Article 1-C of the Treaty of Mutual Cooperation and Security between the United States and Japan, and the Status of the United States Forces in Japan.

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SAMPLE LETTER OF FINANCIAL RESPONSIBILITY FROM
THE SPONSOR FOR NON-COMMAND-SPONSORED DEPENDENTS

From: Grade, First Name, Middle Initial, Last Name, SSN, MOS, USMC
To: The Consulate of Japan
Via: Commanding Officer, (Unit Address)

Subj: STATEMENT OF FINANCIAL RESPONSIBILITY

1. I, (_____) USMC, am a member of the United States Marine Corps and am presently assigned a 12-month tour of duty in Japan.

2. I will have sole responsibility for the financial support of my dependents (list by name and relationship). I freely incur these obligations for my family members so that they may be with me while I am stationed in Japan.

/s/

FIRST ENDORSEMENT

From: Commanding Officer,
To: The Embassy of Japan

1. Forwarded, recommending approval.

/s/

Enclosure (14)

NATURALIZATION OF ALIEN SPOUSES/ADOPTED CHILDREN
WITHIN 60-90 DAYS

1. Alien spouses and/or alien adopted children of DoD personnel who are authorized to accompany or join spouses overseas may travel in one of two ways; either as a naturalized American citizen or as an alien dependent with appropriate visa.

2. Travel as a Naturalized American Citizen. Special arrangements have been made with Immigration and Naturalization Service (INS) to expedite the processing of applications for naturalization of alien dependents who wish to obtain United States citizenship prior to departure for overseas. This is a procedure, through the use of the [DD Form 1278](#) (Certificate of Overseas Assignment to Support Applications to File Petition for Naturalization), for expediting the naturalization with 60-90 days.

a. The [DD Form 1278](#) must be completed and signed by the sponsor's commanding officer and issued to the alien dependent. Only the [DD Form 1278](#) will be accepted by INS. Memoranda or letters from the commanding officer in lieu of the [DD Form 1278](#) will be accepted by INS.

b. Upon receipt of the [DD Form 1278](#) it should be filed, together with the application for petition for naturalization, INS Form N-400 (adult) and N-402 (child), if not previously filed, with the nearest office of the INS. The application must be accompanied by:

(1) Three identical photos.

(2) Form FD-258, Application for Fingerprint Card (if 14 years or age or older), and

(3) Form G-325, Biographic Information (if 14 years of age or older).

c. Upon completion of the naturalization process, immediate application for passport should be made in order that it can be issued prior to scheduled departure of the dependent overseas.

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d. The [DD Form 1278](#) is available through the CMC (MMOS-5). The forms for petition for naturalization are available through any INS office or court having naturalization jurisdiction.

3. Travel as an Alien Dependent. If the dependent does not wish to become an American citizen and desires to travel as an alien dependent, the CMC (MMOS-5) will obtain the appropriate visa per enclosure (7), paragraph 2b.

Enclosure (15)