

U.S. Department of State Passport Services

UPDATED NOTICE

IMPORTANT NOTICE TO PASSPORT ACCEPTANCE AGENTS – February 2014

IMMEDIATE ACTION REQUIRED

Unique Identification Numbers for Domestic and Overseas DoD Acceptance Agents

The Department of State, Passport Services, is issuing unique identification numbers to all Domestic and Overseas DOD Passport Acceptance Agents and Facility Managers. These numbers will take the place of any previously issued passport agent ID code. Once received, Acceptance Agents must begin recording their Acceptance Agent ID Number and Facility ID Number on Form DS-11 & Form DD-1056.

Domestic and Overseas DoD Passport Acceptance Agents and Heads of Facility must complete the instructions below immediately to receive their assigned number(s):

1. Beginning Tuesday, February 18, call the Special Issuance Agency toll-free at **1-202-485-8200**. A representative will be available from **8:30 am to 4:00 pm Eastern Time**, Monday through Friday to provide you with your unique Acceptance Agent ID Number and Facility ID Number.
2. Have your facility information, as reported on your MAFCPC compliance form, available for reference. Several questions will be asked to verify your identity and designation as a Passport Acceptance Agent or Head of Facility. If your name was not included on a MAFCPC compliance form, or your facility did not submit one, you will not be in our system and will not receive a new Acceptance Agent Number/Acceptance Facility Number.
3. Upon receipt, record your personally assigned numbers in a safe place and **keep them private**.
4. Once you obtain your “Agent ID Number” and “Facility Number”, immediately begin recording them on all accepted Form DS-11 passport applications & DD-1056s in the designated fields.

DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY AUTHORIZED AGENT

1. APPLICANT INFORMATION

2. LEGAL SIGNATURES

3. FACILITY INFORMATION

4. SPECIAL AGENT INFORMATION

5. AGENT ID NUMBER

6. FACILITY NUMBER

7. PASSPORT INFORMATION

8. AUTHORIZING OFFICIAL

9. ADDITIONAL INFORMATION

10. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED

11. DESTINATION (Country or Overseas)

12. SPECIAL ASSIGNMENT

13. ESTIMATED DATE OF DEPARTURE

14. PROPOSED LENGTH OF STAY

15. AUTHORIZING OFFICIAL

16. AGENT ID CODE

17. FACILITY ID CODE

Passport agent ID numbers cannot be shared between multiple passport agents.
No personnel other than an individual passport agent should maintain a record of an agent ID number.
Heads of Facility are *only* able to receive their facility's Facility ID Number.

At a later date, yet to be announced, DS-11 applications received without these numbers will NOT be processed. They will be suspended, requiring the customer to reapply and the form to be re-executed.