



Military Acceptance Facility Certification of Program Compliance Form

Passport Acceptance Facilities are required to complete a Certification of Program Compliance annually and also update facility and agent information as needed throughout the year.

1. **Complete** all pages of this packet and keep the **original** in a permanent file at the Acceptance Facility.
2. **Submit** an electronic copy of all pages via email to both the Special Issuance Agency’s Customer Service Office at CA-PPT-SIA-AnnualCertification@state.gov and Logistics Services Washington at usarmy.pentagon.hqda-oaa-dol-w.list.east-executive-office@mail.mil.

Check One: New OR Annual Re-Certification

I. Acceptance Facility Information

Acceptance Facility Full Name: _____

Acceptance Facility Acronym: _____

Acceptance Facility ID Number: _____

Branch of Service: _____

Installation Full Name: _____

Unit/Installation’s Size (Number of Personnel this Acceptance Facility Serves): _____

Street Address (No PO Box, APO, etc.): _____

City, State/Country, Zip/Country Code: _____

Mailing Address - if different (No PO Box, APO, etc.): _____

City, State/Country, Zip/Country Code: _____

Public/Customer Service Phone Number (Commercial): _____

Head of Acceptance Facility Name: _____

Head of Acceptance Facility Title (Commander, Director, etc.): _____

Head of Acceptance Facility Phone Number (Commercial): _____

Head of Acceptance Facility Email Address: _____

Number of Passport Applications Accepted (last federal fiscal year Oct. 1-Sept. 30): _____

List of Passport Agents Assigned to Facility (New agents enrolled in training should be listed with their training date in place of the Agent ID Number. Use an additional page if needed. See page 4 for additional form to be completed by each passport agent listed below):

Acceptance Agent Full Name	Agent ID Number
1. _____	- _____
2. _____	- _____
3. _____	- _____
4. _____	- _____
5. _____	- _____
6. _____	- _____



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II. Acceptance Facility Eligibility

Facility ID Number: _____

If your Acceptance Facility can create, print, accept applications for, or amend identity documents (such as driver's licenses or DoD ID cards), the Head of Facility must initial all fields below certifying that the facility is in compliance. Otherwise, the Head of Facility is only required to complete the Hand Carry Acknowledgement (if applicable), sign and date this page, and continue to Section III.

Facility personnel do not have overlapping duties between passport acceptance functions and birth/identity document functions. This includes performing these duties on different days or hours.

Initial

Safety paper and/or blank cardstock is stored in a secure, locked container, and not accessible to Passport Application Acceptance Program personnel at any time.

Initial

If applicable, electronic transmittals and passport applicant information is in a separate electronic system and/or database from birth or identity document information.

Initial

The Federal and Military Passport Agent's Reference Guide (FM PARG), and any other passport acceptance documents, information, and correspondence, is only accessible to trained, approved Passport Application Acceptance Program personnel.

Initial

Identity document printing, application acceptance, or record creation functions exist in a separate physical space from the Passport Application Acceptance Program.

Initial

Hand Carry Acknowledgement

Please initial this section if the facility executes hand carry applications (Please reference page 52 of the 2013 FM PARG for hand carry procedures)

Initial

I certify that all statements on this form are true and correct.

Head of Facility Signature: _____ **Date:** _____

Print Head of Facility Name: _____



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III. DoD Head of Acceptance Facility Eligibility

The Head of Facility must be a representative that accepts responsibility for all facets of the DoD Passport Application Acceptance Program and is able to accept and distribute all official correspondence and materials from Passport Services to all Acceptance Agents. The Head of Facility must initial all of the below and sign the bottom certifying s/he is in compliance.

Passport Program information is routinely sent by email. Any communication received regarding the Passport Program to the Head of Facility email address on file with the Special Issuance Agency and Logistics Services Washington must be distributed to all Acceptance Agents in a timely manner.

All Acceptance Agents meet all qualifications listed in the FM PARG and on the Acceptance Agent Eligibility page of this packet.

_____ Initial

Enough trained Acceptance Agents are available to meet demand and provide quality service.

_____ Initial

Every aspect of the acceptance process is void of the appearance of any impropriety, real or perceived.

_____ Initial

Acceptance Facility provides passport services to all DoD customers including members of other branches of service, DoD civilian employees, and adult or minor dependents.

_____ Initial

All Acceptance Agents have successfully completed training within the past two years.

_____ Initial

All passport forms are accessible to customers (online and/or hardcopy).

_____ Initial

Newsletters, notices, the latest version of the FM PARG, and any other correspondence about the Passport Program are available to all Acceptance Agents and are distributed in a timely manner.

_____ Initial

Copies of transmittals are kept in a secure location for at least 24 months.

_____ Initial

I certify that all statements initialed on this form are true and correct, and I accept responsibility for all facets of the DoD Passport Application Acceptance Program.

Head of Facility Signature: _____ **Date:** _____

Print Head of Facility Name: _____

Facility ID Number: _____ **Date of Packet Submission:** _____



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IV. Acceptance Agent Eligibility

Each Acceptance Agent must (1) complete a separate copy of this page; (2) initial all of the requirements below; (3) sign at the bottom; and (4) attach a copy of his/her training certificate.

Acceptance Agent Name: _____ Facility ID Number: _____

Email Address (Business, Not Personal): _____

Phone Number (Business, Not Personal): _____ Training Date: _____

I am eighteen years of age or older. _____
Initial

I am a U.S. citizen. _____
Initial

I am a permanent or direct-hire employee of the DoD and acceptance facility (not temporary, ad hoc, volunteer, or contract). _____
Initial

I am in the pay grade of E-4/GS-4 or above. _____
Initial

I have or am able to obtain and maintain a secret clearance. _____
Initial

I have been designated by my Command, approved by the Department of State, and am expected to serve for a minimum of one year as a passport agent at this facility. _____
Initial

I am not presently on parole or probation, under indictment, or convicted of any Federal, State, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust). _____
Initial

Have you ever previously been designated as an Acceptance Agent? Yes No

Previous Facility Name: _____

Previous Facility Location: _____

Previous Facility ID Number: _____

I agree to accept U.S. passport applications on behalf of the Department of State in accordance with the directives of the Special Issuance Agency.

Acceptance Agent Signature: _____ Date: _____