



Military Acceptance Facility – Acceptance Agent Add/Change/Remove

Acceptance Facility Name: _____

Installation Name: _____

Facility ID Number: _____

I. New Acceptance Agent Information

Please print new agent names after training has been completed (if applicable). If needed, copy this page to continue adding agents. Do not add additional agents to the back of this sheet. Each new agent must also complete and sign an Acceptance Agent Eligibility page in **Section IV of this form** and submit it along with proof of training completion.

Acceptance Agent Name	Acceptance Agent Signature	Agent ID Number (if already assigned)

II. Acceptance Agent Name Changes

Please print old (on record) and new (changed) Acceptance Agent name and sign new name. If needed, copy this page to continue adding information.

Acceptance Agent Former Name	Acceptance Agent New Name and Signature	Agent ID Number

III. Acceptance Agent Removal

Please print the names of any Acceptance Agents who are no longer working or accepting applications at this Acceptance Facility.

Acceptance Agent Name	Agent ID Number	Other Acceptance Facilities Where This Agent Will Transfer/Continue to Work

Head of Facility Signature: _____ Date: _____



Military Acceptance Facility – New Acceptance Agent Eligibility

IV. Acceptance Agent Eligibility

Head of Facility must accept responsibility for each Acceptance Agent in their facility. This includes determining an Acceptance Agent’s eligibility prior to designation.

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

Acceptance Agent Name: _____

Agent Email Address (Business, Not Personal): _____

Training Completion Date: _____ Facility ID Number: _____

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 certified facility (not temporary, ad hoc, or contractual). _____
Initial

I am in the pay grade of E-4/GS-4 or above for military and civilian personnel. _____
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 able to serve for a minimum of one year as a passport agent. _____
Initial

I am not presently on parole or probation related to any Federal, State, or local convictions, and I am not presently under indictment for a Federal, State, or local felony, or a misdemeanor related to breach of trust or moral turpitude. _____
Initial

I am free of any Federal, State, or local felony convictions or misdemeanor convictions 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

If yes, please indicate the facility name, location, and facility ID number where you were designated:

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: _____



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Instructions for Acceptance Agent Changes Form

All Passport Acceptance Facilities are required to submit the Acceptance Agent Changes Packet whenever a new Acceptance Agent is selected, an Acceptance Agent changes his/her name, or an Acceptance Agent is no longer working or will no longer be accepting passport applications at the Acceptance Facility.

Adding a New Acceptance Agent

Type or print the full name of the Acceptance Agent, Agent ID Number (if previously assigned at another facility), and have the new agent sign his/her name where indicated.

Acceptance Agent Eligibility

This page must be completed separately and signed by each new Passport Acceptance Agent as identified in Section I. Each Passport Acceptance Agent must also attach an individual training certificate that shows successful completion of the Passport Application Acceptance Agent Training.

Only those Passport Acceptance Agents that have completed and submitted the Acceptance Agent Eligibility page of this packet, along with proof of training, will be permitted to accept passport applications once the agent has been officially approved and designated by the Special Issuance Agency. Following SIA approval, the agent will be given an Acceptance Agent ID Number.

Changing the Name of an Acceptance Agent

Type or print both the former name (as it is currently in our records), the new name (what the agent is changing his/her name to), and the Acceptance Agent ID Number for the agent.

Removing an Acceptance Agent

In order to remove an Acceptance Agent, type or print the agent name and Agent ID Number of the Acceptance Agent(s) no longer working or accepting applications at the facility. If the agent is an employee currently accepting applications at another Acceptance Facility and will continue to do so at that facility, type or print the Acceptance Facility ID Number(s) for all facilities where the agent will continue to accept passport applications.

Submission Instructions

1. Please submit an electronic copy of all completed pages of this form to the Special Issuance Agency's Customer Service Office via email at CA-PPT-SIA-CS@state.gov and cc: usarmy.pentagon.hqda-oaa-dol-w.list.east-executive-office@mail.mil.
2. Please keep the original form in a permanent file at your Acceptance Facility