



Military Acceptance Facility – Acceptance Facility Changes

Acceptance Facility Name: _____

Installation Name: _____

Facility ID Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

The Special Issuance Agency (SIA) frequently sends information by email. Any communication received from the Special Issuance Agency to the facility email address listed below must be distributed to all Acceptance Agents in a timely manner and retained in accordance with the Federal Passport Agent’s Reference Guide. It is recommended that the Head of Facility’s email be listed as the facility email below if a common email address or distribution list does not exist.

Public Phone (Commercial): _____

Facility Email: _____

Please check box if the information provided below is different than reported on annual certification

Head of Facility: _____ Phone: _____

Title: _____ Email: _____

Alternate Point of Contact: _____ Phone: _____

Title: _____ Email: _____

Head of Facility Signature: _____ Date: _____