



Special Issuance Agency  
Passport Services  
Bureau of Consular Affairs  
U.S. Department of State

**NOTICE TO DoD ACCEPTANCE AGENTS:  
CANCELLATION OF DIPLOMATIC PASSPORTS AT YOUR  
ACCEPTANCE FACILITY**

**January 2016**

This notice serves as an update to the guidance provided in the 2013 FMPARG, page 46. Effective immediately, the cancellation of diplomatic passports at your acceptance facility is authorized under the following conditions:

- The cancellation is requested by the bearer of the passport or the authorizing agency for any reason other than the issuance of a new passport
- The bearer of the passport is stationed in the U.S., or he/she is separating from the military or the federal government service
- The bearer of the passport is proceeding to an assignment that does not require a passport

Please note that notice of the cancellation **must be provided via e-mail to [CA-PPT-SIA-PASSPORTS@STATE.GOV](mailto:CA-PPT-SIA-PASSPORTS@STATE.GOV) within 5 business days**. A clear copy of the passport data page **must** be submitted as an attachment. For additional information on the requirements, please refer to the 2013 FMPARG, pages 45-51 or contact Customer Service at [CA-PPT-SIA-CS@STATE.GOV](mailto:CA-PPT-SIA-CS@STATE.GOV).

Customer Service  
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