



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

**IMPORTANT NOTICE**  
**to**  
**DOD PASSPORT APPLICATION ACCEPTANCE AGENTS**  
**June 2016**

Many DoD Passport Application Acceptance Facilities recently reported receiving the *2016 Passport Agent's Reference Guide* (PARG). This guide is written only for domestic Public (Fee) Passport Application Acceptance Facilities and must not be used by DoD agents. If received, please do not destroy it. These were sent to DoD facilities in error and should be mailed back to:

U.S. Department of State  
Special Issuance Agency (CA/PPT/SIA)  
Attn: Customer Service  
44132 Mercure Cir  
PO Box 1185  
Sterling, VA 20166-1185

DoD acceptance agents must continue to reference the *2013 Federal and Military Passport Agent's Reference Guide* (FM PARG). It is imperative facilities maintain a copy of the 2013 FM PARG to reference for inspections, proper execution procedures, and detailed special issuance passport program information. To request a replacement copy of the 2013 FM PARG, please email your request to CA-PPT-SIA-CS@state.gov.

Please be aware that the 2013 FM PARG is currently undergoing revisions, and we expect the publication of the *2016 Federal Passport Agent's Reference Guide* (Fed PARG) before the end of this year. More information will be provided to DoD facilities when the 2016 Fed PARG is released.

We apologize for any inconvenience and appreciate your continued dedication and support to the passport program. Please do not hesitate to contact SIA with any questions or concerns.

Customer Service  
The Special Issuance Agency  
U.S. Department of State