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OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
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LOGISTICS SERVICES WASHINGTON
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AAHS-LG

2 October 2013

MEMORANDUM FOR DoD Passport Acceptance Agents

SUBJECT: Passport Application Mailing Procedures

1. The DoD Passport and Visa Office is responsible for ensuring compliance with established passport application procedures, as well as the accountability and protection of all passport application documents. Therefore, we ask that all passport agents, who are currently submitting passport applications to the DoD Passport and Visa Office customer service counter for processing, follow the policy outlined in the Passport Agent Reference Guide (PARG), the DoD Regulation 1000.21r and the Passport Agent Training Manual (Chapter 1) regarding the submission of passport applications.

2. Effective 1 November 2013, **passport applications** must be sent via traceable delivery (FedEx, UPS, DHL, etc.) to the Special Issuance Agency (SIA):

**U.S. Department of State
CA/PPT/SIA
1125 Special Place
Dulles, VA 20189-1125**

NOTE: This change will affect passport applications ONLY! No changes will be made to existing visa procedures. Moreover, designated DoD commands/units should continue mailing no-fee passport applications to the Charleston Passport Center (CPC), in accordance with existing procedures.

3. For guidance regarding last-minute emergency travel requiring same or next day issuance of a no-fee passport, contact usarmy.pentagon.hqda.mbx.lsw-passport-visa-customer-service@mail.mil.

4. We greatly appreciate your continued support of the DoD Passport and Visa Office and request you adhere to these outlined passport procedures. This will ensure that passport applications are processed in the most effective and expeditious manner. Please note that DoD passport agents are not authorized to hand-carry passport applications to SIA without prior approval from DoD. Thank you for your cooperation.

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5. The point of contact for this memorandum is LTC Chris Johnson at 703-545-1182 or email lyndon.c.johnson2.mil@mail.mil.



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