

Open the <u>Online Form Filler</u>



Follow steps in this presentation to complete your application.





Step 1: Getting Started

Read and agree to the "Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers".

TRAVEL.STATE.GOV A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS U.S. Department of State
U.S. Passport Applications and Forms
Before you may enter your personal information to get a passport, you must review the Department of State's Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers This link opens a new page. Once you have read the notice and disclaimer, close that window and click on the box below to indicate you have read them.
Submit Cancel Need Help? For status checks visit passportstatus.state.gov or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY). For general questions email NPIC@state.gov or call 1-877-487-2778 or 1-888-874-7793 (TDD/TTY). For technical issues email PassportWeb@state.gov. This site is managed by the Bureau of Consular Affairs, U.S. Department of State. External links to other Internet sites should not be construed as an endorsement of the views contained therein. Copyright Information Disclaimers











Step 3: Complete All Fields of the Form



Do not leave a field blank, unless it does not apply to you.

About the Applicant

First Name: *	Middle Name:
JOHN	G
Last Name: * DOE	Suffix:
Date Of Birth (MM/DD/YYYY): * 01/01/1975 Country Of Birth: * UNITED STATES Social Security Number: * 000-00-0000	City Of Birth: * ③ WASHINGTON State/Territory Of Birth: * ④ DC - DISTRICT OF COLUMBIA ▼
Sex: * Male Female Hair Color: * BLONDE T	Height: ★ Feet: 6 ▼ Inches: 0 ▼ Eye Color: ★ BLUE ▼
Occupation: * ⑦ OFFICER	Employer or School: ⑦ ARMY <pre>Complexed Complexed Comp</pre>



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Completed passports are returned in one of five ways:

- **1. DET Domestic** for domestic military personnel not described below.
- **2. DET Overseas** for overseas military personnel not described below.
- **3. Courier** for any military unit that delivers and picks up at SIA's counter (e.g. DTRA, DDCT, DDGN, etc.).
- **4. Pentagon** for personnel currently assigned to the Pentagon.
- 5. U.S. Embassy or Consulate for personnel applying from a diplomatic mission abroad.



Identify your location type from the list above, then continue. The next two slides provide directions about how to complete the Street Address fields of the online form based on your selection above.





Step 4a: Contact Information/Street Address



In the Street Address field of the Online Form, write one of the following to tell SIA how to return your passport:







Step 4b: Contact Information/Street Address

In the Street Address 2 field enter your DOS-assigned <u>AGENCY CODE</u> and <u>REIMBURSEMENT CODE</u> (mandatory).

In the City, Country, State, Zip enter WASHINGTON, UNITED STATES, DC, 20006

Note: Please complete this section with a mailing a passport agency.	g address even if you are picking up you	r new passport directly from
Street Address/RFD#, P.O. Box, or URB: *		
DOD/DET		
Street Address 2		What is my Agency
(apartment, company, suite, unit, building or	floor if applicable): 💿	
DAGN, DOD/DAGN		Reimbursement Co
City: *	Country: *	
WASHINGTON	UNITED STATES	
	Zip Code: *	
State: *		



Step 5: Travel Plans

Enter known or anticipated travel plans.

Date Of Your Trip (MM/DD/YYYY)? 😨	Date Of Your Return (MM/DD/YYYY)? ⑦
01/05/2019	01/19/2019
Note: If you are traveling within two weeks, do not	

<< <u>Previous</u> <u>N</u>ext >>





Step 6: Emergency Contact

Enter who to contact in case of an emergency.

Who should we contact in case of an emergency? First & Last Name: 💿 JANE DOE Street Address / RFD# Or P.O. Box: 😨 Apt/Suite#: 1 MAIN ST City: 🕐 State: 🕐 LOS ANGELES CA - CALIFORNIA ۳ Zip Code: 🕐 Telephone Number (no dashes): 😨 90020 3101001000 Relationship: 💿 SPOUSE







- Enter the information for your most recent **SPECIAL ISSUANCE PASSPORT BOOK**.
- If you have never been issued a special issuance passport, you may enter the information of your most recent regular passport. You <u>must</u> submit a <u>copy</u> of the bio page of your regular passport with your application – DO NOT SUBMIT YOUR REGULAR PASSPORT.



	Reed help with this Site?
our Most Recent Passport	
Have you been issued any of the following? * ○Passport Book ○Passport Card ○Both ○No	ine
	<pre><< Previous </pre> Next >>
ed Help? status checks call <u>1_877-487-2778</u> or <u>1_888-874-7793</u> (TDD/TTY). general questions email <u>NPIC@state.gov</u> or call <u>1_877-487-2778</u> or <u>1-</u> technical issues email <u>PassportWeb@state.gov</u>	





Step 7 cont'd: Your Most Recent Passport

Even if your most recent special issuance passport book was issued for two years or less, select "No" to the question below.

	2ASS -	TRAVEL.STATE.G
😮 Need help w	ith this Site?	
	Need help w	Provide the state of the sta

Note: Validity periods of two years or less for special issuance passports are considered full validity based upon entitlement.





Enter parent and spouse information for the applicant.

U.S. DEPAR Online Passport Ap	RTMENT of STATE	K	PASS	TRAVEL.STATE.GOV
		Provide the second s	lp with this Site?	
Applicant's Parent &	Spouse Information	1		
Note: Please fill in as much informat If completing as a <u>THIRD PART</u> yourself.		ete the form in the conte	xt of the applicant <u>NOT</u>	
Mother/Father/Parent Of App	licant 🗌 Unknown			
First & Middle Name: *	Last Name (at Parent's Birth): *			
Date Of Birth (MM/DD/YYYY): ⑦	Place Of Birth: 💿	Sex: * O Male O Female	U.S. Citizen: * 🔞 🔿 Yes 🔿 No	
Mother/Father/Parent Of App	licant 🗌 Unknown Last Name (at Parent's Birth): *			
Date Of Birth (MM/DD/YYYY): ⑦	Place Of Birth: ⑦	Sex: * () Male () Female	U.S. Citizen: * 💿 🔿 Yes 🔿 No	
Spouse Of Applicant Has Applicant Ever Been Married?	* 0			
⊖ Yes ⊖ No	-	_	Previous Next >>	





Step 9: Other Names

Enter any other names used. If not applicable, leave blank.

U.S. DEPARTMENT of Online Passport Application	^C STATE TRAVEL STATE.GOV
	Reed help with this Site?
Are you known by other names?	
Other Names 💿	
Other First Name:	Other Last Name:
Add Another Name Need Help? For status checks call <u>1-877-487-2778</u> or <u>1-888-874-77</u> For general questions email <u>NPIC@state.gov</u> or call <u>1-877-4</u> For technical issues email <u>PassportWeb@state.gov</u>	





Step 9: Personal Application Review

Check all information before printing the form.

Name Provided: JOHN G DOE	📝 Edit
Date Of Birth: 01/01/1975	L
Place Of Birth: WASHINGTON, DC Social Security Number: 000–00–0000	
Sex: Male	
Height: 6FT. 0IN.	
Hair Color: BLONDE	
Eye Color: BLUE	
Occupation: OFFICER	
Employer: ARMY	
Mailing Street Address: DOD/DET	📝 Edit
Mailing Street Address 2: DAGN, DOD/DAGN	
City: WASHINGTON	
Country: USA	
State: DC	
Zip Code: 20006	
In Care Of:	
Permanent Address Same As Yes	🛒 Edit
Mailing Address?:	
Email Address: JOHN.G.DOE@MAIL.MIL	
Home Phone: 7038365781	
Date Of Trip: 01/14/2019	📝 Edit
Return Date from Trip: 01/21/2019	
Countries To Be Visited: ZIMBABWE	





To proceed, select "Passport Book (\$110)". Applicants do not pay fees to the Department of State for a special issuance passport.



The application fee is billed separately and paid by the relevant agency as indicated by the reimbursement code.

Refer back to: <u>Step 4 - Contact</u> <u>Information</u>





Step 11: Next Steps

Click on "Create Form" to generate PDF

Note: If multiple applications are being generated from the same computer, the button "Exit and Start New Form" must be clicked in between each application.

One Recent Passport Photo <u>Click here</u> to view details on submitting a passport photo	Correct Passport Fees Your total passport fees are:\$165 See the Passport Fees for more information.	Ignore the correct passp fees box
Proof of U.S. Citizenship Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of <u>How to</u> Apply in Person for a Passport.	Proof of Identity Valid Photo ID, like a Driver's License. <u>Click here</u> for more information on submitting Proof of Identity	
 ☑ I have read and acknowledge the steps and in 1. Create Form 	nformation contained above. 2. Exit and Start New Form	
This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. If there is an error in your form(s), please start a new application.	This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.	
Create Form	Start New Application	
* <u>Adobe Acrobat</u> is required		



Example of Printed Application

	🦉, U.S. F	PASSPORT				LE INDIVIDUALS	OMB CONTROL NO. 1405-0020 OMB EXPIRATION DATE: 09-30-2019
	The U.S.	Please select . Passport Boo . passport card is <u>not</u> v Regular Book (St	: Read WARNING of the document(s) for ook U.S. I valid for international air trav	n page 1 of ins or which you Passport Ca vel. For more inform Large Book (N	are applying: ard Both mation see page 1 of instructions. Non-Standard)		ESTIMATED BURDEN: 40 MIN
	1. Name Las DOE First JOHN	it			Middle G	D 0 0	DP DOTS Code
	01 01	irth (mm/dd/yyyy 1 1975 curity Number 00 000	M F X 6. Ema	WASHI ill (Info alerts o	of Birth (City & State if in INGTON, DC offered at <u>travel.state.gov</u>) @MAIL.MIL		itact Phone Number
DOD/I Address L	DET Line 2: Clearly la	abel Apartment, (P.O. Box, or URB. Company, Suite, Uni	it, Building, Fk	oor, In Care Of or Attentior	n if applicable. (e.g., In Car	re Of - Jane Doe, Apt # 100)
City WASH	INGTON		Examples: Birth Nan	State DC ne, Maiden, Pr	Zip Code 20006 revious Marriage, Legal Na		e the United States ional pages if needed)
Α.					В.		



Find Your Organization (pg.1) (pg.2)

Department of Defense (Branches followed by Misc. alphabetical listing)	Agency Code	Reimbursement Code
Air Force	DFGN	DOD/DFGN
Army	DAGN	DOD/DAGN
Marines (excluding Marine Corps Security Group)	DMGN	DOD/DMGN
Navy	DNGN	DOD/DNGN
89th Aerial Port Squadron Joint Base Andrews	DFMA	DOD/DFMA
Corporate Travel Services	DDCT	DOD/DDCT
Defense Contract Audit Agency	DOD/DCAA	DOD/DCAA
Defense Information Systems Agency	DISA	DOD/DISA
Defense Intelligence Agency	DDIA	DOD/DDIA
Defense Logistics Agency	DDLA	DOD/DDLA
Defense Mapping Agency	DDMA	DOD/DDMA
Defense Threat Reduction Agency	DTRA	DOD/DTRA
Department of Defense Education Activity (DODEA)	DDDS	DOD/DAGN
Invitational Travel Order	DOD/ITO	DOD/ITO
Marine Corps Security Group (For DIPLOMATIC PASSPORTS ONLY)	DMSG	STDS
Marine Corps Security Group (For OFFICIAL & "MILITARY DEPENDENT")	DMSG	DOD/DMSG



Find Your Organization (pg.1) (pg.2)

Department of Defense (Continued - Misc. alphabetical listing)	Agency Code	Reimbursement Code
National Defense University	DDDU	DOD/DAGN
National Geospatial Intelligence Agency	DOD/NGA	DOD/NGA
National Task Force	DOD/NTF	DOD/NTF
Naval Support Unit, State Department	DNSB	DOD/DNSB
Secretary of Defense	DDSD	DOD/DDSD
Special Group 360C	DDGN/360C	DOD/DDGN
Special Group 360D	DDGN/360D	DOD/DDGN
Special Group 360H - Joint Special Operations Command	DDGN/360H	DOD/DDGN
Special Group 360HC - 160th SOAR (A)	DDGN/360HC	DOD/DDGN
Special Group 360N - Naval Special Warfare Development Group	DDGN/360N	DOD/DDGN
Special Group JTAT	DDGN/JTAT	DOD/DDGN
Special Group DMRAA - Defense Mission Resources an Alignment Activity	DDGN/DMRAA	DOD/DDGN
Special Group OGSR	DDGN/OGSR	DOD/DDGN
Special Group SOMD - Support Operations Management Division	DDGN/SOMD	DOD/DDGN
Special Group ECA - Executive Control Administration	DDGN/ECA	DOD/DDGN
White House - Communications Agency	DOD/WHCA	DOD/WHCA
White House - Military Office	DOD/WHMO	DOD/WHMO



Jump to your country:

(Aus-Ger)

(<u>Hon-Jap</u>)

(Kuw-UAE)

(<u>United</u> <u>Kingdom</u>)

<u>COUNTRY</u>	INSTALLATION IDENTIFIER	LOCATION OF ACCEPTANCE FACILTY
	Write in Street Address	**Not to be written anywhere on the application ***
	(See Instruction)	
Australia	DET - Alice Springs	8 WHITTAKER STREET
Bahrain	DET - Warehouse Bay 6	UIC: 40396 BSA/GSK BANZ WAREHOUSE BAY 6, 1 JUFFAIR AVENUE
Belgium	DET - Benelux	LEUVENSESTEENWEG 13 ST.
Belgium	DET - SHAPE	RUE DU POTOMAC 253
Germany	DET - Ansbach	VON STUEBEN STR BUILDING 5818 ROOM 118
Germany	DET - Baumholder	BLDG 8660 BEYONET DRIVE, SMITH BARRACKS
Germany	DET - Boeblingen	PANZER STRASSE, PANZER KASERNE BUILDING 2915, ROOM 314
Germany	DET - Garmisch	BREITENAUER STRASSE 16, BUILDING 203
Germany	DET - Geilenkirchen	BUILDING 88 SACEUR AVENUE
Germany	DET - Grafenwoehr	BUILDING 244, ROOM 131 SUTTER STRASSE
Germany	DET - Hohenfels	GENERAL PATTON DRIVE BUILDING 10, ROOM 103
Germany	DET - Kaiserslautern	USAG-RP UNIT 23152 PASSPORT OFFICE
Germany	DET - Landstuhl	3766 MUNSON CIRCLE
Germany	DET - Ramstein	MITCHELL AVE, BUILDING 2106, ROOM 110
Germany	DET - Spangdahlem	52 FSS/FSPS/PASSPORT OFFICE GEB 131 RM 103
Germany	DET - Stuttgart	HQ SOCEUR ATTN: J1, GEB 2302, ZIM 215
Germany	DET - Stuttgart-Mohringen	PLIENINGER STR 289, GEB 3306
Germany	DET - Wiesbaden	USAG WIESBADEN, WELLS AVE. UNIT 29623 BUILDING 1023E, ROOM 160
Germany (DTRA)	DET - Kaiserslautern-DTRA	DTRA-EUROPEAN OPS DIV, KLEBER KASERNE BUILDING 3211, ROOM 218, MANNHEIMER STRASSE



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(<u>United</u> <u>Kingdom</u>)

<u>COUNTRY</u>	INSTALLATION IDENTIFIER	LOCATION OF ACCEPTANCE FACILTY
	Write in Street Address (See Instruction)	**Not to be written anywhere on the application ***
Honduras	DET - Soto Cano	J1 DIRECTORATE
Italy	DET - Aviano	PASSPORT AGENT BUILDING 1413 AREA FLIGHT LINE
Italy	DET - Catania	SS 192 KM 76
Italy	DET - Napoli	COMANDO MARINA MILITARE AEROPORTO DI CAPODACHINO VIALE FULCO RUFFO DI CALABRIA
Italy	DET - Sigonella	STRADA STATALE 417, BUILDING 476
Italy	DET - Vicenza	VIALE DELLA PACE 193, Building 28, Room 16
Japan	DET - Atsugi	BUILDING 71, AYASE-SHI FUKAYA OGAMI KANAGAWA-KEN
Japan	DET - Camp Foster	HSBN MCB MCIPAC UNIT 35003
Japan	DET - Camp Zama	BUILDING 102, D-WING CAMP ZAMA ZAMA-SHI, KANAGAWA
Japan	DET - Iwakuni	ROOM 118, BUILDING 608, MCAS IWAKUNI MISUMI-CHO, IWAKUNI-SHI YAMAGUCHI-KEN
Japan	DET - Kadena	18 FSS/FSMPS UNIT 5134, BOX 50
Japan	DET - Kadena-Cho	515-1 NAKAHARA KADENA, BUILDING 3554 KADENA-CHO
Japan	DET - Misawa	64 HIRAHATA MISAWA, AOMORI
Japan	DET - Sasebo	PSD SASEBO, U.S. FLEET ACTIVITIES, SASEBO BLDG 200 HIRASE-CHO, MUBANCHI SASEBO-SHI
Japan	DET - Torrii Station	BUILDING 216, ROOM 121 SOBE YOMITAN-SAN
Japan	DET - Yokosuka	BUILDING 1555, 1-1 HONCHO, 3RD FLOOR, ROOM 300-B KANAGAWA YOKOSUKA
Japan	DET - Yokota	374 FSS/FSMPS BLDG 316 RM 121
Japan	DET - Yokota Fussi-Shi	J3OSSJ, UNIT 5217, BUILDING 106
Japan	DET - Yokota-Tokyo	BUILDING 803

← Go Back

Jump to your country:

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(<u>Hon-Jap</u>)
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(Kuw-UAE)

(<u>United</u> <u>Kingdom</u>)

<u>COUNTRY</u>	INSTALLATION IDENTIFIER	LOCATION OF ACCEPTANCE FACILTY
	Write in Street Address	**Not to be written anywhere on the application ***
	(See Instruction)	
Kuwait	DET - Camp Arifjan	ASG-KU-HNA, BUILDING 216, ROOM 104
Netherlands	DET - Brunssum	U.S. PASSPORT OFFICE, RIMBURGERWEG 30
Norway	DET - Stavanger	EIKESETVEIEN 29, BUILDING 24
Qatar	DET - Al Udeid	BUILDING 3895, 6671 PRECISION ROAD
Saudi Arabia	DET - USMTM Riyadh	3235 – Ad Difa Unit No. 11Ar
Singapore	DET - Singapore	COMLOG WESTPAC, PSA SEMBAWANG PSA SEMBAWANG TERMINAL BLDG 7-4
South Korea	DET - Camp Henry	ICHEON-DONG, NAM GU BUILDING 1805
South Korea	DET - Camp Humphrey's	BUILDING 577, ROOM 103
South Korea	DET - Kunsan	AVENUE C, BUILDING 755, ROOM 128
South Korea	DET - Osan	UNIT 2065, BUILDING 936, ROOM 120
Spain	DET - Rota	NAVAL STATION ROTA: RECEIVING BUILDING #55
Thailand	DET - Rajvithi	ARMED FORCES RESEARCH INSTITUTE OF MEDICAL SCIENCES 315/6 RAJVITHI ROAD
Turkey	DET - Adana	GUZELEVLER MAHALLESI GIRNE BULVARI NO. 212 YUREGIR
UAE	DET - Al Dhafra	FB4811, 380 ELRS/LGRDDC, ATTN: 380 AEW/HNCO



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(Aus-Ger)

(<u>Hon-Jap</u>)

(Kuw-UAE)

(United Kingdom)

<u>COUNTRY</u>	INSTALLATION IDENTIFIER Write in Street Address (See Instruction)	LOCATION OF ACCEPTANCE FACILTY **Not to be written anywhere on the application***
United Kingdom	DET - RAF Alconbury	BLDG 671 ERMINE STREET
United Kingdom	DET - RAF Croughton	UNIT 4622, BRACKLEY
United Kingdom	DET - RAF Lakenheath	BUILDING 977, FIRST FLOOR
United Kingdom	DET - RAF Menwithhill	UNIT 8431, BUILDING 416, ROOM 6 HARROGATE
United Kingdom	DET - RAF Mildenhall	100 FSS/FSMPS BLDG 436, RM 205, BURY ST
United Kingdom	DET - RAF Molesworth	UNIT 5805