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Personnel—General

## Passports and Visas

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For the Director:

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**Summary.** This publication provides guidance on passports and visa policy and procedures in USEUCOM and must be used with DOD Manual O-1000.21.

**Summary of Change.** This revision—

- Makes administrative changes to align the publication with the 2018 Federal Passport Agent's Reference Guide.
- Removes the requirement for the Commander, CNE-CNA-C6F, and the Commander, USAFE/AFAFRICA, to provide contact information for individuals who serve as passport and visa POCs at their headquarters to IMCOM-Europe ([para 4a](#)).

- Removes the requirement for heads of passport service agencies to provide contact information for PAAs and couriers to IMCOM-Europe (para 4f).
- Updates training requirements for passport-acceptance agents (PAAs) (para 4f(3)).
- Updates information on the renewal of regular-fee passports (para 16a(2)).
- Adds visa application requirements for Italy (para 18c).
- Updates contact information for the DOD Passport and Visa Office (para 19b(1)(a)1 thru 4).

**Applicability.** This publication applies to personnel in the USEUCOM area of responsibility (glossary).

**Supplementation.** Army organizations will not supplement this publication without approval of the Military Personnel Branch (MPB), Office of the Assistant Chief of Staff (OACoS), G1, IMCOM-Europe. U.S. Navy supplements to this publication or other directives implemented by elements of the U.S. Navy will be as prescribed by the Commander, Navy Region Europe. Air Force supplements to this publication will be sent through Air Force unit channels to HQ USAFE/AFAFRICA/A1KM, Unit 3050, Box 25, APO AE 09094-0025.

**Records Management.** Records created as a result of processes prescribed by this publication must be—

- Identified, maintained, and disposed of by Army in Europe units according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.
- Identified, maintained, and disposed of by CNE-CNA-C6F organizations according to Navy records-management policy.
- Maintained by USAFE/AFAFRICA units in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System at <https://www.my.af.mil/gcs-af61a/afrims/afrims/rims.cfm>.

**Suggested Improvements.** The proponent of this publication is the MPB, OACoS, G1, IMCOM-Europe (mil 544-1540). Users may suggest improvements to this publication by sending DA Form 2028 to IMCOM-Europe (IMEU-HD-HRM), Unit 23103, APO AE 09136-3103.

**Distribution.** This publication is available only electronically and is posted in the Army in Europe Library & Publishing System at <http://www.aepubs.eur.army.mil/>.

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## CONTENTS

1. Purpose
2. References
3. Abbreviations and Terms
4. Responsibilities

5. Passport Services Agencies
6. Use of Passports
7. Validity of Passports
8. When to Apply for a Passport
9. Where to Apply for a Passport
10. How to Obtain a No-Fee Passport
11. Passport Fees, Application Forms, and Methods of Payment
12. Processing Passport Applications
13. Evidence of Citizenship
14. Passport Photographs
15. Assembly of Passport Applications
16. Passport Controls
17. Lost or Stolen Passports
18. Visa Application Requirements
19. Visa Application Procedures
20. U.S. Immigrant Visas for Non-U.S.-Citizen Family Members

## Appendixes

### A. References

## Glossary

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### 1. PURPOSE

This publication prescribes policy and procedures for processing passports and visas in the USEUCOM area of responsibility (AOR) and must be used with DOD Manual O-1000.21.

### 2. REFERENCES

[Appendix A](#) lists references.

### 3. ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

### 4. RESPONSIBILITIES

a. The Commander, CNE-CNA-C6F, and the Commander, USAFE/AFAFRICA, will—

- (1) Designate and oversee their passport services agencies (PSAs).
- (2) Establish controls to ensure persons under their jurisdiction comply with this publication.

b. The Military Personnel Branch (MPB), Office of the Assistant Chief of Staff, G1, IMCOM-Europe, will—

- (1) Develop policy and procedures for processing passports and nonimmigrant visas in the USEUCOM AOR.
- (2) Designate and oversee Army PSAs in Europe.

(3) Coordinate directly with U.S. embassies and consulates in the USEUCOM AOR to establish policy and procedures for processing passports and nonimmigrant visas.

c. Heads of HQ USAREUR staff offices and commanders of USAREUR major subordinate commands will establish controls to ensure subordinate unit administrators comply with DOD Manual O-1000.21 and this publication.

d. Commanders of United States Army garrisons (USAGs) will establish procedures to ensure—

(1) DOD civilian employees and dependent Family members ([glossary](#)) of Servicemembers and DOD civilian employees have passports that are current and in order.

(2) Servicemembers, DOD civilian employees, and their dependent Family members holding no-fee passports have the passports canceled when their entitlement to a no-fee passport ends in the overseas area.

e. Heads of offices maintaining personnel records (for example, military and civilian personnel offices) will do the following:

(1) When the office is not a designated PSA—

(a) Verify the applicant's status and entitlement to a no-fee passport.

(b) Issue eligible applicants a DD Form 1056 signed by a designated authorizing official. Authorizing officials must complete and submit DD Form 577 to the designated PSA. The PSA will keep DD Form 577 on file to verify authorizing officials' data and signatures.

(c) Instruct the applicant to take DD Form 1056 and required documentation to the designated PSA, and provide the PSA's location and operating hours.

(2) When the office is the designated PSA—

(a) Verify the applicant's status and entitlement to a no-fee passport.

(b) Issue DD Form 1056 to eligible applicants.

(c) Process passport applications according to the guidance in this publication and the Federal Passport Agent's Reference Guide (FED PARG).

f. Heads of designated PSAs will—

(1) Establish passport services at their agency to perform the passport and visa duties prescribed in this publication. Passport services will include Status of Forces Agreement (SOFA) identification duties in Germany, as prescribed in [AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1G/USAFE-AFAFRICA Instruction 51-714](#) and, if appropriate, birth-registration duties specified in the respective Service directive.

(2) Appoint, in writing, at least two passport-acceptance agents (PAAs) (a primary and an alternate) and, if appropriate, couriers to perform passport and visa services. Agents and couriers must—

(a) Meet conditions in DOD Manual O-1000.21, paragraph C3.2.f.

(b) Be appointed only at the PSA and location to which they are assigned.

(3) Ensure that individuals selected to serve as PAAs are appointed as a PAA before signing up for training and retraining as required. PAAs must complete initial training hosted by the Directorate of Executive Travel Office of the Administrative Assistant to the Secretary of the Army at the first opportunity after their initial appointment. Training is normally held at the United States Consulate in Frankfurt, Germany. PAAs must also successfully complete Agent training (the Refresher or New Agent course) once every 2 years to maintain their agent credentials and more often if deemed necessary by appropriate managers. Agents must have an appointment memorandum to sign up for training.

(4) Ensure PAAs comply with this publication and the FED PARG.

(5) Develop and distribute information to personnel under their jurisdiction at least quarterly. This information includes the following:

(a) Passport and visa policy and procedures.

(b) Location, operating hours, and passport services available at the PSA.

(c) Items required to apply for passports and how and where to apply for them.

g. PAAs will—

(1) Complete and submit DD Form 577 to the servicing U.S. embassy or consulate immediately after being appointed to serve as a PAA. The embassy or consulate will keep DD Form 577 on file to verify the PAA's data and signatures.

(2) Maintain an adequate supply of Department of State (DOS) forms, affidavits, and statements required for uninterrupted passport services. PAAs must inform their customers that they are required to use the electronic passport application (DOS Form DS-11 or, if applicable, DOS Form DS-82) available on the Department of State website at <https://travel.state.gov/>. Hard-copy affidavits and statements are still available from the servicing U.S. embassy or consulate.

(3) Provide personnel under their jurisdiction guidance on current passport and visa policy and procedures, the location and operating hours of the PSA, a complete list of documents and items required, and how and where to apply for these documents.

(4) Verify the passport applicant's identity and confirm that the applicant has the required items to support the application. If necessary, PAAs will inform the applicant how to obtain the required items. If the applicant has the required items, PAAs will—

(a) Prepare DD Form 1056, if appropriate.

(b) If required, help the applicant complete the proper passport applications that have the appropriate barcode (<https://travel.state.gov/>).

(c) Administer oaths, if appropriate.

(d) Determine if the passport action requires routine or priority processing or the applicant's personal appearance, and complete the actions listed in [paragraph 12](#).

(5) Maintain a suspense-control system for passport actions.

(6) Trace passport actions by contacting the Special Issuance Agency (SIA), Directorate of Executive Travel (DET), National Passport Center (NPC), or the servicing U.S. embassy or consulate if the passport is not returned within usual processing times for such actions.

(7) Take corrective action within 72 hours after being notified of a discrepancy on a passport action by the servicing U.S. embassy or consulate, SIA, DET, or NPC.

(8) Notify passport applicants when passports are available and, if appropriate, advise applicants on procedures for obtaining SOFA identification.

(9) Cancel no-fee passports when appropriate ([paras 16b thru d](#)).

h. Travel clearance managers will provide orders-issuing and Servicemembers' leave- and pass-approving authorities current information on passport and visa requirements in the FED PARG in accordance with respective service directives (for example, AR 55-46, chap 8; AR 600-8-10, chap 8; AE Supplement 1 to AR 600-8-10 for the Army in Europe).

i. Orders-issuing authorities will ensure that travelers have required documentation (for example, passport, visa, travel orders, immunization record, ID card) for countries to be transited and visited.

j. Leave- and pass-approving authorities will ensure that Servicemember authorizations for leave, pass, and permissive temporary duty (TDY) provide information on passport and visa requirements for countries to be transited or visited according to respective Service directives.

k. Sponsors will ensure that they and their dependent Family members and members of household ([glossary](#)) obtain passports and visas as required. Servicemembers and their dependent Family members who are U.S. citizens will obtain regular-fee (tourist) passports before requesting an overseas separation according to respective Service directives.

l. Passport applicants will—

(1) Obtain and submit items required with each passport application.

(2) Establish their identity to the PAA's satisfaction. Parents, legal guardians, or persons in loco parentis also must establish their identity when completing a passport application for a child under age 16. A legal guardian or person in loco parentis must show documentation of guardianship or a notarized statement from the parent or legal authority granting permission to execute the application on behalf of the child.

## 5. PASSPORT SERVICES AGENCIES

Designated PSAs will process U.S. passport (fee and no-fee) applications for persons who are under their administrative jurisdiction according to guidance in this publication and the FED PARG.

a. Army in Europe PSAs are the USAGs.

- b. The CNE-CNA-C6F will designate CNE-CNA-C6F PSAs.
- c. USAFE/AFAFRICA PSAs are the military personnel sections.

## 6. USE OF PASSPORTS

a. U.S. citizens are permitted to hold both a no-fee and a regular-fee (tourist) passport. Persons holding both of these passports should use their no-fee passport to reenter the country of assignment when completing personal travel. The no-fee passport states the traveler's status. Countries may deny entry if a traveler's passport does not state the true travel status.

b. U.S. citizens may use no-fee passports (official or regular) for incidental personal travel between foreign destinations provided the foreign government concerned accepts no-fee passports for personal travel. (The FED PARG provides additional guidance.) If the foreign government does not accept no-fee passports for personal travel, travelers must obtain regular-fee (tourist) passports at their own expense. Even when the use of no-fee passports for personal travel is not prohibited by the foreign government involved, persons using no-fee passports for such travel may encounter delays when crossing international borders because of varying requirements based on documentation and travel status. Accordingly, it is recommended that all personal travel to foreign countries outside the country of assignment be conducted using regular-fee (tourist) passports.

## 7. VALIDITY OF PASSPORTS

No-fee passports are valid for 5 years. Regular-fee (tourist) passports are valid for 10 years for persons 16 years of age and older, and 5 years for children under age 16, unless limited to a shorter period by DOS officials.

## 8. WHEN TO APPLY FOR A PASSPORT

**a. Newborn Children.** Persons who have a newborn child should apply for a passport for the child within 30 days after birth. U.S. and foreign consular officials may issue a child's passport only after the child's consular birth registration is completed. For this reason, the passport application should be submitted at the same time as the consular birth-registration request. Respective Service publications explain how to register births.

**b. Official Passport (No-Fee/Red).** Persons who require an official passport should apply at least 4 months before the date required. These passports are issued by the SIA in Washington, DC.

**c. Regular Passports (No-Fee and Fee/Blue).** Persons who require either a regular no-fee passport or a regular-fee (tourist) passport should apply at least 6 weeks before the date required unless a condition justifying priority processing exists ([para 12c\(1\)](#)).

**d. Separation or Termination in Overseas Area.** Personnel who have only a no-fee passport and who are requesting an overseas separation or terminating employment with the U.S. Forces in the overseas area must apply for a regular-fee (tourist) passport at least 6 months before the anticipated date of separation or termination.

## 9. WHERE TO APPLY FOR A PASSPORT

- a. U.S. citizens will apply for no-fee and fee passports at their servicing PSA.

b. Non-U.S. citizens will apply for passports and amendments or extensions to passports, if applicable, at an embassy or consulate of their home country. If their home country does not have an embassy or consulate, they will contact the servicing U.S. embassy, consulate, mission, or nearest U.S. citizenship and immigration services office for guidance on documents required for traveling to and from the United States.

## **10. HOW TO OBTAIN A NO-FEE PASSPORT**

Passport applicants will obtain DD Form 1056 from the office that maintains the sponsor's personnel records (for example, military or civilian personnel office). DD Form 1056 must be accompanied by official travel orders or a letter of justification if official travel orders are not available or appropriate.

a. For active-duty Servicemembers applying for an official or regular no-fee passport, the letter of justification must include the following:

- (1) An explanation of the need for official travel.
- (2) The Servicemember's complete organizational address.
- (3) The non-NATO country or countries ([glossary](#)) to be visited or the name of the special assignment.
- (4) The dates of travel or length of tour of duty.
- (5) The Servicemember's scheduled rotation date to the United States.

b. For command-sponsored dependent Family members of active-duty Servicemembers applying for an official or regular no-fee passport, the letter of justification must include the following:

- (1) An explanation of the need for the passport.
- (2) The sponsor's complete organizational address.
- (3) The sponsor's scheduled rotation date to the United States.
- (4) A statement certifying that the sponsor is on an accompanied tour.

**NOTE:** Noncommand-sponsored dependent Family members of Servicemembers are entitled only to a regular-fee (tourist) passport.

c. For DOD appropriated fund (APF) and nonappropriated fund (NAF) civilian employees and their dependent Family members applying for an official or a regular no-fee passport (APF employees include teachers), the letter of justification must include the following:

- (1) An explanation of the need for the passport.
- (2) The name of the employing agency (for example, Army, Navy, Department of Defense Education Activity).

(3) The complete organizational address of the organization or activity to which the employee is assigned.

(4) A statement documenting the applicant's entitlement.

(a) For applicants whose entitlement is based on recruitment in the United States or on official transfer to the present country of assignment from another country, the statement must include the following:

1. The place of original hire (city and state or country).

2. The date of arrival in country.

3. The length of the current tour.

4. The expiration date of the current tour (applicants will note if they are in a position exempt from rotation).

(b) For dependent Family members of applicants in (a) above, the statement must include the same information required of their sponsors and the names of the dependent Family members. The request must state that the dependent Family members are authorized to accompany or join the sponsor.

(c) For applicants whose entitlement is based on a requirement to travel outside the country of assignment on official business, the statement must include the following:

1. The name of the country or countries to which they are traveling.

2. The proposed length of stay.

3. The purpose of the travel.

(d) For dependent Family members of applicants in (c) above, the statement must include the same information required of their sponsors and the names of the dependent Family members. The request must state that the dependent Family members are authorized to accompany or join the sponsor.

**NOTE:** DOD APF and NAF civilian employees hired locally are entitled to an official or a regular no-fee passport only when they show a need to travel outside the country of assignment on permanent change of station or TDY. Dependent Family members of these employees are entitled to an official or regular no-fee passport only when they are included in orders to accompany or join the sponsor on official travel outside the country of assignment. DD Form 1056 will not be issued to DOD APF and NAF civilian employees hired locally or their dependent Family members when traveling for personal reasons.

## **11. PASSPORT FEES, APPLICATION FORMS, AND METHODS OF PAYMENT**

**a. Passport Fees and Application Forms.** Passport fees and application forms for a U.S. passport are as follows:

**(1) No-Fee Passports.** No fee is collected for the 5-year, no-fee passport (diplomatic, official, and regular (no-fee) ([glossary](#))). Applicants will apply for this passport using one of the following forms:

**(a) DOS Form DS-11.** Applicants will use DOS Form DS-11—

1. To apply for their first no-fee passport.
2. If they are ineligible to use DOS Form DS-82 ([\(b\) below](#)).

**(b) DOS Form DS-82.** Applicants will use DOS Form DS-82 to apply for a passport unless their passport is altered or seriously damaged or they meet the criteria in (a) above. The most recent passport must have been issued—

1. Within the last 15 years.
2. When or after the applicant turned 16 years old.
3. In the current name of the applicant, unless the applicant can legally document a name change by marriage certificate or court order.

**(2) Regular-Fee (Tourist) Passports.** Passport fees and application forms for regular-fee (tourist) passports vary according to the applicant's age and previous passport availability and requirements. The PSA will advise applicants on acceptable methods of payment and current fees. Applicants will apply using one of the following forms:

**(a) DOS Form DS-11.** Applicants will use DOS Form DS-11 to apply—

1. For their first tourist passport.
2. If they are under the age of 16.
3. If they were under the age of 16 when their previous passport was issued.
4. If the most recent passport was issued more than 15 years ago.
5. If the most recent passport was lost or stolen.
6. If their name has changed since the previous passport was issued and one of the conditions in [1 through 5 above](#) applies.

**(b) DOS Form DS-82.** Applicants will use DOS Form DS-82 to apply if all of the following statements about the most recent U.S. passport are true:

1. It is undamaged and can be submitted with the application.
2. It was issued when the applicant was age 16 or older.
3. It was issued within the last 15 years.

4. The applicant's name has changed since the previous passport was issued and all of the conditions in 1 through 3 above apply.

**b. Methods of Payment.** The preferred method of payment is by U.S. postal money order or a cashier's check in U.S. dollars. The money order or cashier's check must have been issued within the last 90 days and be payable to the DOS. Cash payments may be acceptable in some situations. The servicing PSA will advise customers of acceptable methods of payment.

## 12. PROCESSING PASSPORT APPLICATIONS

The two categories for processing passport applications are "routine" and "priority" (b and c below).

**a. General.** The PAA will—

(1) Decide if the passport application requires routine or priority processing.

(2) Prepare DD Form 1056, if appropriate (para 10).

(3) Help applicants complete DOS Form DS-11 or DOS Form DS-82 and required affidavits and statements in accordance with guidance provided by the servicing U.S. embassy or consulate.

(4) Ensure that applicants who are minors appear in person together with both of their parents, unless exempt from this requirement according to DOS guidelines.

(5) Administer oaths, if appropriate.

(6) Refer questions about passport problems that cannot be solved locally to the servicing U.S. embassy or consulate.

**b. Routine Processing.** If the passport action does not meet priority processing criteria (c below), the PAA will assemble the passport application and required items and send them to the servicing U.S. embassy or consulate by U.S. or registered mail.

(1) The applicant must personally appear at the servicing U.S. embassy or consulate when—

(a) A bona fide emergency exists.

(b) The U.S. embassy or consulate has questions about the applicant's citizenship or an individual case makes a personal appearance necessary.

(2) When a passport action requires the applicant's personal appearance, the PAA will—

(a) Call or send an e-mail message to the servicing U.S. embassy or consulate to make an appointment for the applicant.

(b) Assemble the passport application and required items and give them to the applicant in a sealed envelope to take to the servicing U.S. embassy or consulate.

(c) Give the applicant written instructions. These instructions must show—

1. The date and time to report to the servicing U.S. embassy or consulate.
2. GPS coordinates or directions on how to get to the servicing U.S. embassy or consulate.
3. The local address and telephone number of the servicing U.S. embassy or consulate.

**c. Priority Processing.**

(1) Lack of planning for official or personal travel does not justify priority processing. Priority processing is authorized only for one of the following conditions:

(a) A Red Cross-verified emergency.

(b) A hospital-verified medical evacuation (MEDEVAC) for a patient, persons accompanying a MEDEVAC patient, or both.

(c) Short-notice deployments involving individual or group applications.

(2) When the passport application meets any of the criteria in (1) above, the PSA will complete the actions listed in b(2) above.

**13. EVIDENCE OF CITIZENSHIP**

Applicants who became U.S. citizens at birth abroad may use a previously issued passport, DOS Form FS-240, or DOS Form DS-1350 as proof of citizenship for obtaining a passport.

**NOTE:** DOS Form DS-1350 is no longer being issued, but previously issued forms are still valid.

a. Copies of DOS Form FS-240 are not available. If the original form has incorrect information or was accidentally destroyed, lost, mutilated, or stolen, an applicant may request a replacement DOS Form FS-240. This form may be obtained by written request to the Department of State, Passport Vital Records Section, 1150 Passport Services PL, 6th Floor, Dulles, VA 20189-1150.

b. Requests for a DOS Form FS-240 should include the following:

(1) The applicant's full name at the time of his or her birth and adopted names, if applicable.

(2) The applicant's date and place of birth.

(3) The names of the applicant's parents.

(4) The serial number of the applicant's DOS Form FS-240 if issued after 1 November 1990. (The previous edition of DOS Form FS-240 (Department of State Report of Birth Abroad of a Citizen of the United States of America) has no serial number.)

(5) Available passport information for the applicant.

(6) The signature of the requester.

(7) A notarized affidavit. The affidavit should state the correction required or the circumstances of the destruction, loss, mutilation, or theft of the initial form. If DOS Form FS-240 was mutilated, applicants must submit the mutilated original form with the affidavit.

(8) The number of copies needed.

(9) A check or money order in the amount due and made payable to the DOS (a above). The servicing PSA has information on current fees and acceptable methods of payment.

#### 14. PASSPORT PHOTOGRAPHS

Applicants for no-fee passports may obtain passport photographs from the nearest military photographic facility at no cost. Some PSAs also provide photographs for no-fee passports. Applicants for regular-fee (tourist) passports must obtain photographs from a commercial source at personal expense. PSAs will provide information about passport photographs.

#### 15. ASSEMBLY OF PASSPORT APPLICATIONS

PAAs will follow assembly procedures established by the servicing U.S. embassy or consulate, or passport applications will be returned to the PSA for correction.

#### 16. PASSPORT CONTROLS

**a. Passport Renewal.** Unit personnel will check passports of DOD civilian employees and dependent Family members of Servicemembers and DOD civilian employees as required to ensure the passports are current and in order.

**(1) No-Fee Passport Renewal.** Applications for renewal of no-fee passports will be submitted when passports have between 7 and 12 months' validity remaining. Applicants must not be within 6 months of their date eligible for return from overseas.

**(2) Regular-Fee Passport Renewal.** Applications for renewal of regular-fee (tourist) passports will be submitted when passports have between 2 and 4 months' validity remaining. Regular-fee passports may be renewed sooner, based on individual circumstances. Note that some airlines require passports to have at least 6 months of remaining validity, regardless of the type of passport.

**b. Return to the United States.** PAAs will handle no-fee passports of Servicemembers returning to the United States on separation and their accompanying dependent Family members as follows:

**(1) Servicemembers.** Servicemembers will have their no-fee passports canceled by a PAA during outprocessing. The PAA will cancel the no-fee passport with a rubber stamp bearing the word "CANCELED" in letters 1-inch high and by punching four holes in the machine-readable barcode on the bio page of the passport. The canceled passport may then be returned to the Servicemember, who may use it to prove U.S. citizenship when applying for a passport in the future. Servicemembers will use their orders and military identification cards to enter the United States.

**(2) Accompanying Dependent Family Members.** Accompanying dependent Family members may keep their no-fee passports; PAAs will not cancel these passports. PAAs will, however, inform dependent Family members that they cannot use their no-fee passport for travel after returning to the United States, but may use the passport to prove U.S. citizenship when applying for a passport in the future. PAAs in Germany will void the SOFA identification for Germany, following the rules in [AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1G/USAFE-AFAFRICA Instruction 51-714](#), if applicable. Dependent Family members in Italy will surrender their *Soggiorno* to the orders-issuing authority before departing for the United States.

**c. Overseas Separation.** A PAA or U.S. embassy or consulate official (as indicated in (1) or (2) below) will cancel no-fee passports of Servicemembers who are staying overseas on separation and those of their dependent Family members. The PAA will void the SOFA identification for Germany, following the rules in [AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1G/USAFE-AFAFRICA Instruction 51-714](#), if applicable.

(1) If the person has a regular-fee (tourist) passport, the PAA will cancel the no-fee passport following the guidance in [b\(1\) above](#).

(2) If the person does not have a regular-fee (tourist) passport, the PAA will have the person apply for one following the guidance in [paragraph 12](#). The no-fee passport, valid or expired, will be submitted as evidence of citizenship with the application for the regular-fee (tourist) passport. The application must include a statement advising the servicing U.S. embassy or consulate official of the reason why and the effective date on which the person's entitlement to the no-fee passport ended. The U.S. embassy or consulate official will cancel and return the no-fee passport, along with the regular-fee (tourist) passport, through the PSA to the applicant.

**d. End of No-Fee Passport Entitlement.** A PAA or U.S. embassy or consulate official will cancel no-fee passports of DOD civilian employees, Servicemembers, and dependent Family members whose entitlement to a no-fee passport ends in the overseas area as indicated in [c\(1\) or \(2\) above](#), following the guidance in subparagraph [b above](#). The PAA will void the SOFA identification for Germany, following the rules in [AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1G/USAFE-AFAFRICA Instruction 51-714](#), if applicable.

## 17. LOST OR STOLEN PASSPORTS

a. When a passport is lost or stolen, passport holders will—

(1) Report the loss or theft immediately to the nearest U.S. embassy or consulate. They will also report the loss or theft immediately to the—

(a) Local police if the incident occurred off a military installation.

(b) Military police (MP) if the incident occurred on a military installation.

(2) Get a copy of the local police or MP report to submit with the application for a replacement passport. The statement from the MP should indicate that the MP notified the local police of the loss or theft.

b. Applicants will submit the following items with the application for a replacement passport (DOS Form DS-11):

- (1) Sworn affidavit of the loss or theft (available at the PSA).
- (2) Proof of identity (passport holders are encouraged to keep a photocopy of their passport).
- (3) Acceptable documentary evidence of U.S. citizenship (DOD Manual O-1000.21).
- (4) A statement from the local police or MP.
- (5) Two 2-by-2-inch color photographs.

c. Paragraphs 9 and 12 provide information on where to apply for a passport and on personal-appearance requirements.

## 18. VISA APPLICATION REQUIREMENTS

a. A passport does not give the holder the authority to enter any country. Many countries require foreigners to get advance approval before entering their territory. This approval is usually given in the form of a visa entered in the traveler's passport. The types of visas include, but are not limited to, fiancé, student, trainee, transit, and visitor visas.

(1) The application fees, procedures, and processing times vary depending on—

- (a) Country laws and regulations.
- (b) Agreements or arrangements between countries.
- (c) Length and purpose of stay.
- (d) Travel status.
- (e) Other pertinent personal and travel data.

(2) Countries may deny entry to travelers without a visa unless the travelers can show proof of exemption (such as SOFA identification for Germany). ([AE Reg 600-77/CNE-CNA-C6F Inst 1700.1G/USAFE-AFAFRICA Inst 51-714](#) provides additional information.)

(3) Passport and visa requirements for official and personal travel to all countries are prescribed in the DOD Foreign Clearance Guide. Civilian employees and dependent Family members may get information on visa requirements for personal travel from an embassy or consulate of their home country or of the country to be visited or traveled through. Travel agencies also may advise travelers. For official-duty travelers and Servicemembers on leave or pass, paragraphs 4h through j apply.

b. Although many countries allow foreigners to enter without a visa, these countries may require foreigners to get a visa for a stay longer than a specified period of time, unless the foreigner is exempt by special agreements or arrangements. For example, Germany allows U.S.-citizen tourists to enter and stay up to 90 days without a visa. The passport should be valid for at least 3 months beyond the period of stay. After 90 days, U.S.-citizen tourists must get a visa or residence permit, as required, from the host nation. Foreign-government officials may deport foreigners who do not comply with visa requirements.

c. For assignments in Italy, the FCG PARG clearly states that AF and NAF personnel and eligible Family members (to include military dependents) must have a *missione* visa for stays of 90 days or more in a 6-month period and that those who require the visa must obtain it before entering Italy. Personnel who fail to obtain a *missione* visa before arriving in Italy must depart the Schengen territory and return to the United States or their country of origin at their own expense to obtain the necessary visa.

## 19. VISA APPLICATION PROCEDURES

Personnel in the USEUCOM AOR must obtain nonimmigrant visas (a limited or temporary visa) for personal and official travel in accordance with the following:

**a. Personal Travel.** Persons must get visas required for personal travel from the respective embassy or consulate of the countries to be visited or traveled through. In many instances, travel agencies will assist in obtaining visas for customers.

### **b. Official Travel.**

**(1) Germany.** When personnel stationed in Germany require visas for official travel, orders-issuing authorities will—

(a) Contact the DOD Passport and Visa Office for information on completing the visa application, supporting documents, and assembly of the package for entry into Iraq, Saudi Arabia, Somalia, and Syria. The DOD Passport and Visa Office can be reached through the following:

**1. Mailing Address:** Office of the Administrative Assistant to the Secretary of the Army, DOD Passport and Visa Office, 9301 Chapek Road, Bldg 1458, Fort Belvoir, VA 22202-3926

**2. Telephone:** Civilian (703) 545-0003/0004

**3. E-Mail:** [usarmy.pentagon.hqda.mbx.lsw-passport-visa-customer-service@mail.mil](mailto:usarmy.pentagon.hqda.mbx.lsw-passport-visa-customer-service@mail.mil)

### **4. POCs:**

**a.** Chief, Travel Services Division, at civilian 703-545-6199.

**b.** NCOIC, UAE Visa Requests, at civilian 703-545-1182.

**c.** Chief, Customer Service Branch, at civilian 703-545-0376.

**d.** Chief, Visa Branch, at civilian 703-545-9148.

(b) Contact the General Services Officer (GSO) at the U.S. Embassy in Berlin, Germany, for information on completing applications for visas associated with official travel to all countries other than Iraq, Saudi Arabia, Somalia, and Syria. The GSO may be contacted as follows:

**1. By Mail:** U.S. Embassy Berlin, GSO Travel Unit, Foreign Visas, Clayallee 170, 14195 Berlin

**2. In Person:** U.S. Embassy Berlin, Pariser Platz 2, 10117 Berlin

**3. By Telephone:** 030-8305-2477

**4. By E-Mail:** *berlinvisitors@state.gov*

(c) Help the traveler complete visa application forms and get the supporting documents, if appropriate.

(d) Assemble the required visa application forms and supporting documents, following instructions given by the appropriate office as noted in (a) and (b) above.

(e) Inform the traveler or designated person to take the required visa application forms, travel orders, and, if appropriate, other supporting documents to the GSO, U.S. Embassy Berlin, to pick up the required diplomatic sponsorship papers (*Notes Verbales*), and then to go to the appropriate foreign embassies or consulates. For groups, one member should be selected as a courier to get the visas. Orders-issuing authorities will advise persons taking visa applications to Berlin to—

1. Call the GSO 24 to 48 hours before arriving to confirm that the GSO office and the foreign embassies or consulates for which visas are required are open.

2. Report to the GSO by 0900 hours to ensure time remains to go to the appropriate foreign embassies or consulates for required visas on the same day (many are closed afternoons). Same-day service is not guaranteed.

**NOTE:** Most countries require the traveler's U.S. passport to be valid for at least 6 months for a visa to be issued. Some countries require the passport to be valid for at least 9 months.

**(2) Countries Outside Germany.** When persons outside Germany require visas for official travel, orders-issuing authorities will follow the procedures established by the servicing U.S. embassy or consulate.

## **20. U.S. IMMIGRANT VISAS FOR NON-U.S.-CITIZEN FAMILY MEMBERS**

Servicemembers and U.S.-citizen civilian employees who gain non-U.S. dependent Family members after their overseas assignment should file a petition for an immigrant visa as soon as possible, but at least 6 months before the expected date of travel to the United States for permanent residence. The filing must be according to guidance given by the supporting U.S. embassy, consulate, or citizen and immigration services office. The PSA and judge advocate office may have forms for filing a petition for a visa, general instructions for the completion and submission of forms, and the address and telephone number for the U.S. embassy, consulate, or citizenship and immigration services office. Failure to get immigrant visas in time may result in the sponsor's departure without his or her non-U.S. dependent Family members.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

NATO Status of Forces Agreement

DOD Manual O-1000.21, Passport and Passport Agent Services

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 55-46, Travel Overseas

AR 600-8-10 and [AE Supplement 1](#), Leaves and Passes

Air Force Instruction 33-360, Publications and Forms Management

[AE Regulation 600-77/CNE-CNA-C6F Instruction 1700.1G/USAFE-AFAFRICA Instruction 51-714](#), Status of Forces Agreement Identification in Germany

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

[AE Regulation 608-3](#), Birth Registration

Federal Passport Agent's Reference Guide

DOD Foreign Clearance Guide (available at <https://www.fcg.pentagon.mil/fcg.cfm>)

### **SECTION II FORMS**

DD Form 577, Appointment/Termination Record - Authorized Signature

DD Form 1056, Authorization to Apply for a "No-Fee" Passport and/or Request for Visa

DA Form 2028, Recommended Changes to Publications and Blank Forms

DOS Form DS-11, Application for a U.S. Passport

DOS Form DS-82, U.S. Passport Renewal Application for Eligible Individuals

DOS Form DS-1350, Certification of Report of Birth of a United States Citizen

DOS Form FS-240, Consular Report of Birth Abroad of a Citizen of the United States of America

### **SECTION III WEBSITES**

United States Department of Defense, Military, and Civilian Passport Matters  
(<https://secureapp2.hqda.pentagon.mil/passportmatters/>)

United States Department of State Visa Passport Automated System  
(<https://secureappcac2.hqda.pentagon.mil/VPAS3/>)

United States Department of State - Bureau of Consular Affairs (<https://travel.state.gov/>)

## GLOSSARY

### SECTION I ABBREVIATIONS

ACoS	assistant chief of staff
AE	Army in Europe
AOR	area of responsibility
APF	appropriated fund
APO	Army post office
AR	Army regulation
CG, USAREUR	Commanding General, United States Army Europe
CNE-CNA-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa/Commander, U.S. Sixth Fleet
DA	Department of the Army
DD	Department of Defense
DET	Directorate of Executive Travel, National Passport Center
DOD	Department of Defense
DOS	Department of State
FED PARG	Federal Passport Agent's Reference Guide
GPS	Global Positioning System
GSE	Garrison Support Element, United States Army Installation Management Command, Europe Region
GSO	General Services Officer
HQ	headquarters
HQ USAREUR	Headquarters, United States Army Europe
ID	identification
IMCOM-Europe	United States Army Installation Management Command Europe
MEDEVAC	medical evacuation
mil	military
MP	military police
MPB	Military Personnel Branch, Office of the Assistant Chief of Staff, G1, United States Army Installation Management Command Europe
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NPC	National Passport Center
OACoS	office of the assistant chief of staff
PAA	passport-acceptance agent
PCS	permanent change of station
POC	point of contact
PSA	passport services agency
SIA	Special Issuance Agency, Directorate of Executive Travel, National Passport Center
SOFA	Status of Forces Agreement
TDY	temporary duty
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa

USAG	United States Army garrison
USAREUR	United States Army Europe
USEUCOM	United States European Command

## SECTION II TERMS

### **component commander**

The CG, USAREUR; Commander, CNE-CNA-C6F; or Commander, USAFE/AFAFRICA

### **dependent Family member**

- The lawful spouse, legitimate unmarried children and stepchildren under age 21, and unmarried illegitimate children and stepchildren under age 21 whose paternity has been judicially determined, or who live with and receive more than 50 percent of their support from the sponsor
- Parents, parents-in-law, adoptive parents, adoptive parents-in-law, and unmarried children over 21 years old who are mentally or physically incapacitated and whose incapacitation began before their 21st birthday, or occurred before the age of 23 while a full-time student
- Unmarried children age 21 or 22 whose sponsors are U.S. military members or DOD civilian employees and who are attending an accredited institution of higher learning in a full-time status
- Family members of DOD civilians, accredited contractors, and foreign military and civilian personnel who reside in the same household as their sponsor unless the sponsor is required because of official duty to reside in a separate household. Children must be unmarried and meet the age or student requirements (or both) as indicated above.

### **diplomatic passport**

A Special Issuance U.S. passport (black) issued to foreign-service officers and certain other U.S. Government officials traveling abroad on official diplomatic business. The dependent Family members of these persons may also receive diplomatic passports. Diplomatic passports are issued based on duty assignments and an accreditation list maintained by the Department of State.

### **full-time employee**

An employee who works 20 hours or more per week in a paid status

### **individual logistic support**

Privileges and services the U.S. Forces provide to individuals. The following are examples:

- Use of the Army and Air Force Exchange Service facilities, the commissary, Department of Defense Education Activity schools
- Vehicle registration
- Purchase of tax-free petroleum, oils, and lubricants

### **member of household** (applies in Germany only)

A close relative who does not qualify as a dependent Family member, but who is currently and intends to remain a member of a sponsor's household and who is financially or for health reasons dependent on and supported by the sponsor

## **NATO countries**

Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States

## **no-fee regular passport**

A regular no-fee U.S. passport (blue) with limited validity issued to members of certain organizations exempt from paying passports fees, such as Peace Corps volunteers and members of the United Service Organizations and the Red Cross. No-fee regular passports are also issued with an endorsement to dependents of the military assigned overseas when the sponsor is traveling with a military ID card on official orders.

## **official passport**

A no-fee U.S. passport (maroon (brownish red), but referred to as being red) issued to—

- Servicemembers traveling overseas on special assignment and temporary duty (TDY) or permanent change of station (PCS) to a country requiring a passport for entry
- DOD civilian employees traveling overseas on TDY or PCS
- Dependent Family members of personnel described in the preceding two bullets who are authorized to accompany or join the sponsor

## **regular no-fee passport**

A no-fee passport (blue or green) issued to dependent Family members of a Servicemember whose assignment does not warrant issuing the dependent Family members diplomatic or official passports. Regular no-fee passports are issued to certain Servicemembers and DOD civilian employees traveling overseas on temporary duty or permanent change of station and to their dependent Family members when they are authorized to accompany or join the sponsor.

## **regular-fee (tourist) passport**

A regular-fee passport (blue) issued to Servicemembers and dependent Family members for any travel abroad for private business or personal reasons

## **overseas sponsor**

A person entitled to individual logistic support in the European theater because of service in or employment with the U.S. Forces or a civilian component of the U.S. Forces

## **service passport**

Service passports may be issued on a limited basis to nonpersonal services contractors traveling abroad to carry out duties in support of and pursuant to a contract with the U.S. government when exceptional circumstances make a service passport necessary to enable an individual to carry out his or her contractual duties

### **sponsoring agency**

- The servicing civilian personnel office (for example, civilian personnel advisory center; Army and Air Force Exchange Service, Europe and Southwest Asia; Department of Defense Education Activity Europe) for civilian employees
- Department of Defense Contractor Personnel Office for contractor employees under the management of that office
- Director of Army Continuing Education System, IMCOM-Europe, for contractor employees of educational institutions
- HQ USAREUR and IMCOM-Europe Chaplain Offices for contractor employees under the management of those offices
- Military banks and credit unions for their employees
- Directors and station managers of European region United Service Organizations, United Seamen's Service, and Red Cross operations
- NATO/SOFA Office, Office of the Provost Marshal, G3/4 Protect, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR, for in *loco parentis* cases
- Designated officials in U.S. diplomatic or consular posts in African, Middle Eastern, or European countries for their personnel on official duty in Germany or Italy
- Director, IMCOM-Europe, for cases by exception

### **spouse**

Person legally married to a current, former, or retired uniformed Servicemember, eligible civilian employee, or other eligible individual, regardless of gender or state of residence, under the law of the place in which the marriage was performed. The local legal assistance office should be contacted for dependency determination of same-sex spouses married in a foreign country.

### **personnel in the USEUCOM are of responsibility**

Any of the following military or DA Civilian members of the U.S. Government who are located in the USEUCOM area of responsibility:

- Active duty member of the U.S. Forces, a dependent Family member, or a bona fide member of the Servicemember's household
- DOD full-time civilian employees of appropriated-fund or nonappropriated-fund activities, their dependent Family members, and bona fide members of their household
- U.S. citizen full-time DOD contractor employees and employees of certain non-German, noncommercial organizations, and non-German, noncommercial enterprises (and their dependent Family members) accredited pursuant to Articles 71, 72, or 73 of the NATO Status of Forces Supplementary Agreement ([AE Reg 600-700, chap 9](#)). Examples of non-German, noncommercial organizations and non-German, noncommercial enterprises include the following:
  - ▶ Colleges and universities accredited under administrative agreements between the U.S. Forces and Germany
  - ▶ Military banking facilities (Bank of America, Community Bank) and credit unions (Andrews Federal Credit Union, Service Credit Union)
  - ▶ The American Red Cross
  - ▶ The United Service Organizations
  - ▶ The United Seamen's Service