

## MILPERSMAN 4650-020

### COUNTRY CLEARANCE AND NO-FEE PASSPORT REQUIREMENTS

<b>Responsible Office</b>	OPNAV (N413B)	Phone:	DSN COM	664-9955 (703)604-9955
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References	(a) DoD Foreign Clearance Guide (b) DoD 1000.21-R, Passport and Passport Agent Services Regulation
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1. Purpose. To prescribe procedures for Service members to request a passport (diplomatic, official or blue no-fee) during permanent change of station (PCS)/temporary additional duty (TEMADD) transfer process and identify responsibility for country clearance entry requirements.

2. Background. The State Department is responsible for the issuance of passports. The entry requirements for each country is listed in reference (a), this is available at <https://www.fcg.pentagon.mil/fcg.cfm>. Passports and other entry requirements can take several months and should be completed as early as possible during the transfer process. The Chief DoD Foreign Clearance Program Office requires the following procedures.

3. Action

a. To fulfill PCS orders/letter of intent (LOI), the servicing personnel support activity detachment (PERSUPPDET)/customer service desk (CSD) will:

(1) Identify the country clearance and passport requirements utilizing reference (a).

(2) Furnish the proper forms.

(3) Coordinate the route of travel required for the Service member and dependents.

b. In cases where there is no local PERSUPPDET/CSD, the member must comply with paragraphs C2.1.3.2, C2.3.3.1, and subparagraphs of reference (b). You can access this information at <http://www.dtic.mil/whs/directives/corres/pdf/100021r.pdf>.

c. DD 1056 (May 96), Authorization to Apply for a "No-Fee" Passport and or Request for Visa is primarily used to request a no-fee passport and or Visa, you can access this form at <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd1056.pdf>.

d. Application for an initial passport (i.e., not a renewal) must be made in person to one of the authorized acceptance agents listed in reference (b). There are no exceptions.

e. DD 1056 must be typed, except for the signature and date in block 16. The original signed form must accompany the member when appearing before the acceptance agent. Block 16 may not be signed by the member applying for the passport.

f. Special attention is required in cases where a non-U.S. citizen travels through a country other than the permanent duty station (PDS) en route to the PDS.

g. All Other Cases: The following procedures apply to cases in which the gaining command determines a passport is needed upon the Service member's arrival to conduct business in countries other than the route of travel that do not accept other forms of identification (i.e., military ID and or TEMADD orders) in lieu of a passport. The gaining command will:

(1) Identify inbound personnel requiring a passport for official business.

(2) Complete DD 1056 per reference (b), paragraphs C2.3.3.1.3-19, indicating which countries require a passport that the member will travel to while overseas. A signed original and three copies will be provided to the member for processing before an acceptance agent, or

(3) E-mail the losing command's PERSUPPDET/CSD transfer clerk indicating the countries the member will be required to travel to during their tour. The PERSUPPDET/CSD transfer clerk will prepare DD 1056 as required. Official no-fee passports are not authorized for countries that accept military orders and or ID.

Allow sufficient time for the passport to be processed (a minimum of 90 days). PCS orders are not required to accompany the request. The commanding officer's (COs) signature will be sufficient justification that a passport is required for official business. This authority shall not be delegated except to the

acting CO or to the officer in charge (OIC) of isolated detachments. In cases of an email, the command's administrative staff will scan and email DD 1056 to the transfer clerk who will re-type the form and sign it. The scanned form has the same justification as PCS orders/LOI does in paragraph 3.a.

4. Tourist (regular-fee) passports. Tourist passports are recommended for all Service members and dependents. Service members and dependents will follow the directions found at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) and <http://www.usps.com/passport/> as PERSUPPDET/CSDs no longer provide assistance for tourist passports.