

OFFICIAL / DIPLOMATIC PASSPORT GUIDANCE

JANUARY 2026

If you have any questions, please give one of our Passports Agents a call at
520-852-5934 / 520-944-3178 / 520-944-3141 / 520-944-1398

NOTE: If you are in arrears back child support based on Section 51.60 (a) (2) of Title 22 of the Code of Federal Regulations and the certificate of the Secretary of Health and Human Services (HHS), you will not be entitled to a Government issued Passport until the amount is satisfied.

For a list of Child Support Enforcement Agencies, their contact information can be found online at:
<https://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.extivdlist>

THE FOLLOWING DOCUMENTS BELOW ARE REQUIRED TO APPLY FOR OFFICIAL/DIPLOMATIC PASSPORTS:

- 1. Provide one of the following: TDY/PCS Orders, Tasking Orders, or Unit Deployment orders. (Mandatory to go with the application)**
- 2. DS-11 or DS-82. See next page for online instructions. This form must be typed, not handwritten, must show 2 barcodes when printed out (upper left and lower right corners)**
- 3. Photo copy of *Military CAC card* front and back (Mandatory for Government issued passports)** CAC card information must match the name on the passport application, otherwise a marriage license, name change documents, etc. must be submitted.
- 4. *Passport Photos. Bring a non- military shirt. No bare shoulders, white or beige backgrounds only or wearing of Eye glasses for the photo. Photos taken in the Welcome Center, DA PHOTO LAB, 2ND FLOOR- ROOM 231, Walk in.***
- 5. *Original State birth certificate/Naturalization Certificate or most recent passport/ card. (NO BLACK AND WHITE/SCANNED COLORED COPIES AUTH.)* These will also be attached to the packet and sent out, but will be returned with passport**

NO ABSTRACT BIRTH CERTIFICATES

To obtain a NEW BIRTH CERTIFICATE, please visit this website: <http://www.cdc.gov/nchs/w2w.htm>
Save the receipt and any extra fees. You may file on a travel voucher once you arrive in country for reimbursement.

To obtain a BORN OF BIRTH ABROAD, please contact the Passport Vital Records Office in Washington, D.C. at 202-955-0307 or visit the following website at: www.travel.state.gov/vital_records_services.html. The cost is normally \$50 per copy. This is also reimbursable.

THE PASSENGER TRAVEL OFFICE IS LOCATED IN BUILDING 4700, ROOM 107. PLEASE READ AND FOLLOW THE PROCEDURES FOR APPLYING FOR A PASSPORT ONLINE. THIS APPLICATION MUST BE TYPED AND EACH APPLICANT PRESENT WHEN APPLYING

STEP 1: Go to <https://pptform.state.gov/> or if this site is down, try going to <https://travel.state.gov> and click on new passport

STEP 2: Check the Privacy Statement box that you have read the Privacy and Computer Fraud and Abuse Act, click on Submit. And then click to Submit the form online.

STEP 3: Fill out the required information for "each" passport Applicant. Fill in your Name, Social, birth information, etc.

STEP 4: WHERE SHOULD THE PASSPORT BE MAILED TO: USE THIS ADDRESS BELOW FIRST

STREET ADDRESS:	DoD DET
STREET ADDRESS 1:	DAGN, DoD / DAGN
CITY:	WASHINGTON
COUNTRY:	UNITED STATES
STATE:	D.C.
ZIP CODE	20006

STEP 5: Check the box "NO" for this is NOT your Permanent Address. (This opens up another box for YOU TO ENTER YOUR PERMANENT/HOME ADDRESS HERE)

STEP 6: Check your Preferred Method of Communication / Your Email address and your Phone Number Information. Click Next

STEP 7: TRAVEL PLANS:

Enter the Date of your Travel

Enter the Return Date of your travel:

Enter the Country you are being assigned to (Iraq, UAE, Saudi, Israel Honduras, etc) click next

STEP 8: ENTER YOUR EMERGENCY CONTACT INFORMATION

STEP 9: ENTER YOUR MOST RECENT PASSPORT/CARD INFORMATION IF APPLIES: otherwise Select NONE: click NEXT

STEP 10: PARENT & SPOUSE INFORMATION (all blanks, Parents Names, DOB's State of Birth etc. must be filled in- most information about your parents information is on your birth certificate)

STEP 11: ENTER SPOUSE INFORMATION IF YOU HAVE EVER BEEN MARRIED – select next

STEP 12: ENTER ANY ADDITIONAL NAMES YOU ARE KNOWN BY (Maiden names, adopted names, divorced names) select next

Passport Application Review Page. This is where you can edit any information you may have entered wrong. Select Next.

STEP 13: PASSPORT PRODUCTS AND FEES PAGE: (this passport is no cost to you, but please select the PASSPORT BOOK (\$130) What this does is place the 2nd barcode upon the upper left hand corner of this application form when it is printed. No other boxes need to be checked.

STEP 14: Scroll down to the shaded box that states: "I HAVE READ AND ACKNOWLEDGE THE STEPS AND INFORMATION CONTAINED ABOVE".

STEP 15: SELECT CREATE FORM / SELECT OPEN / PRINT (Please bring this application (and all of the additional documents on the previous page to our office. Do Not Sign this form. You will be asked to sign in front of the Passport Agent.)

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or email: glenda.c.clipp.civ@army.mil or james.j.mooney.civ@army.mil