

SUBJECT: U.S. Passport and Visa Application Process

1. **PURPOSE:** To provide the inbound Service members to Task Force Sinai with information on the Official U.S. Passport and Visa application process.
2. **BACKGROUND:** Active Duty Service members on assignment to the Multi-National Forces and Observers (MFO) in Sinai, Egypt are required to obtain the "No Fee" Official U.S. Passport, MFO Endorsement, and the Egyptian Visa stamp, prior to reporting to the CONUS Replacement Center (CRC) in Fort Benning, Georgia. In order to mitigate any delays or extended holdover periods at the CRC-Benning, Soldiers must immediately apply for the aforementioned documents upon receipt of assignment and PCS orders to Sinai, Egypt.
3. **U.S. DEPARTMENT OF STATE REQUIREMENTS AND INSTRUCTIONS:** To apply for a "No Fee" Official U.S. Passport, MFO Endorsement, and the Egyptian Visa stamp, the following items are required.

a. **Passport Application (DS-11 or DS-82)** - go on line: click on <https://pptform.state.gov/> and choose *Apply Online*.

(1) Applications MUST be typed online and printed with a barcode on the UPPER LEFT HAND CORNER of the front page. Application must be printed single sided, not double sided. PRINT (Pages 5-6) ONLY! DO NOT SIGN THE DS11 APPLICATION PRIOR TO YOUR APPOINTMENT TO THE INSTALLATION TRANSPORTATION OFFICE (ITO) BECAUSE YOU ARE REQUIRED TO BE SWORN UNDER OATH.

(2) When typing the application online please pay close attention to what information is being requested. Below are key tips in filling out either form.

- Enter your full name. If you do not have a middle name, leave that box blank.
- DO NOT enter Mr., Mrs., Ms. or military rank on the suffix line.
- When typing in your SSN do not use the dash between numbers.
- For occupation type in *Military or DOD civilian*
- For employer please type branch of service i.e. United States Army.
- For mailing address use your local Installation Transportation Office address.
- For permanent address use your current address or home of record address.
- Please list all contact numbers, no dashes, cell phone first.
- Your travel plans must match your DD1056. If you have a waiver letter, leave this section blank.

ACEN-TSC-PE

SUBJECT: U.S. Passport and Visa Application Process

- For emergency contact please enter the information of someone NOT traveling with you, i.e. spouse or father, mother, etc.
- For parental information please enter all known information and be sure to enter mother's Maiden last name, check your birth certificate if you are not sure. If a parent is deceased his/her known information must still be entered.
- If you have ever been known by any other name please enter this information, this includes maiden names and previous marriage names as well as other legal name changes.
- When you reach the application review page, check all information making sure it is correct. If there are any errors go to the previous pages and correct errors. Once you go past this page you will not be able to go back and change anything, application will have to be done OVER. On the Summary of Fees page choose "Passport Book". At the section where it provides fees for service, the system will not allow you to continue the application process unless you choose \$110 for the process, (you will not be charged for the cost of the passport).
- On the next page scroll down and click in the acknowledgement box, then click on "create form".
- PRINT PAGES 5-6 ONLY. DO NOT SIGN APPLICATION!
- Ensure Bar code is present on printed forms.

b. **Passport Application (DS-4085)** - go on line: <https://pptform.state.gov/> and choose *Apply Online*. This application will be used only for those who already have an official passport (with 2 years validity) but need the MFO Endorsement only. At the top of the application, place a bold line through the Title (APPLICATION FOR ADDITIONAL PAGES OR MISCELLANEOUS PASSPORT SERVICES) and place above it in BOLD letters: MFO ENDORSEMENT.

Generally, the passport application, MFO Endorsement, and visa can take up to 8 to 10 weeks to be completed and returned (as a matter of routine processing). MFO is identified as a Special Assignment and on the DD Form 1056, it is critical that at block 12, it states MFO which wavier the requirement to have your passport returned for signature to obtain the Egyptian Visa stamp. If the DD Form 1056 is completed as recommended, you will receive the official passport, MFO Endorsement, and the Egyptian Visa stamp.

ACEN-TSC-PE

SUBJECT: U.S. Passport and Visa Application Process

c. **DD Form 1056** (Authorization to apply for the official passport and/or visa). For Active Duty PCS, this form is obtained from the Levy Section of the local ITO or online at the link above. The DD Form 1056 must be signed in BLUE INK by an authorizing official. It is imperative that the DD Form 1056 is accurate. Please ensure the following information is on the DD Form 1056 to ensure timely receipt of your documents.

(1) Block 1 (DATE PASSPORT OR VISA REQUIRED BY APPLICANT) :
Back date two weeks from the Departure date.

(2) Block 11 (DESTINATION): Sinai, Egypt

(3) Block 12 (SPECIAL ASSIGNMENT REQUIRING PASSPORT): MFO

(4) Block 17 (ADDITIONAL INFORMATION): Request an official passport, MFO Endorsement and the Egyptian visa stamp for PCS move to Sinai, Egypt. (Early reporting authorized)

d. **Passport Photos** are taken at the passport section at the ITO during the time the passport application is submitted. (Wear conservative civilian clothes. Photo will NOT be taken in military uniforms).

e. **Primary Evidence of U.S. Citizenship** (one of the following will need to be provided):

(1) Previously issued undamaged U.S. Passport

(2) Certified birth certificate issued by the city, county or state. Note: A certified birth certificate, must have a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

(3) Consular Report of Birth Abroad or Certification of Birth

(4) Naturalization Certificate or Certificate of Citizenship.

f. **Original Marriage license, divorce decree or court order** to show a name change.

g. **Military ID** card or a valid Government issued identification that is the same likeness of applicant.

ACEN-TSC-PE

SUBJECT: U.S. Passport and Visa Application Process

4. ADDITIONAL INFORMATION: Attached is a wire diagram to facilitate the decision process to assist with applying for the either or both documents prior to departing losing station and reporting to CRC-Benning. Accordingly, blank application forms are available at the U.S. Department of State website noted above or at your local ITO.

5. POC FOR FURTHER INFORMATION MAY BE DIRECTED TO:

a. Task Force Sinai Liaison at commercial (910) 643-4867 or DSN 593-4867 or email rita.johnsonamaker@conus.army.mil

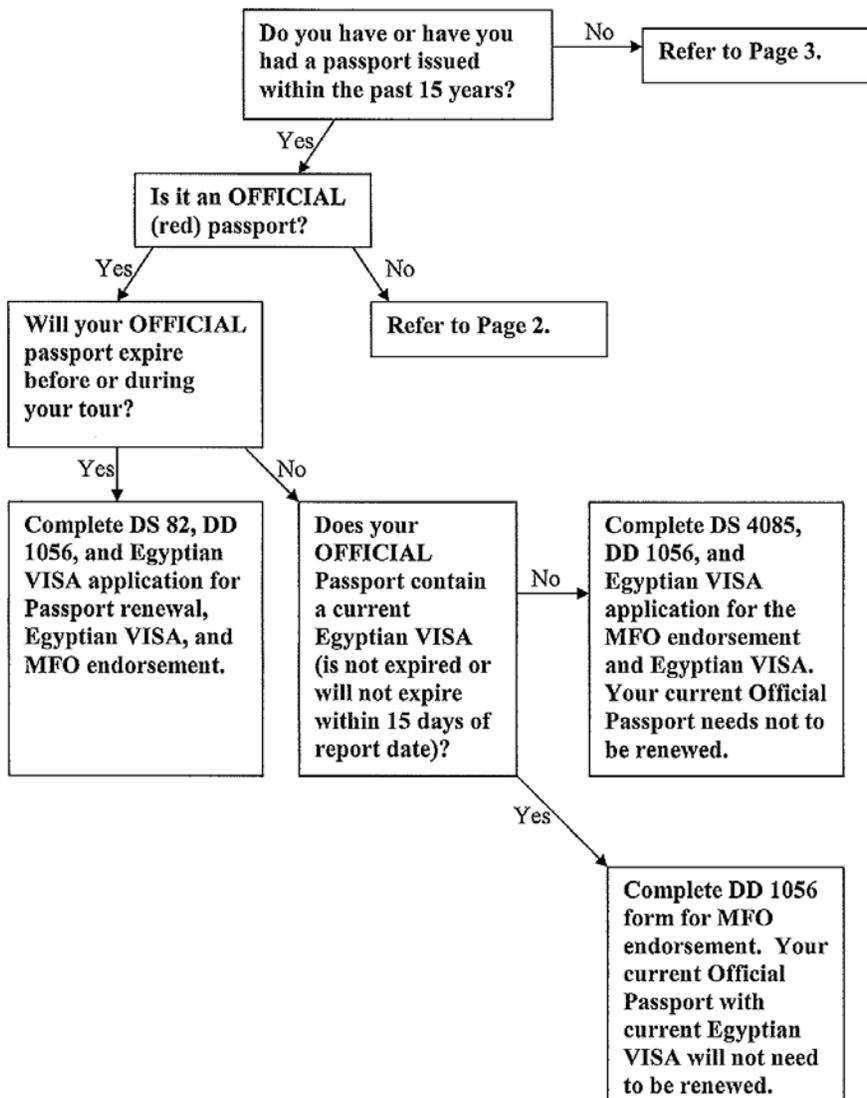
b. USARCENT / 3rd Army Passport / Visa Manager at commercial (404) 464-4425 or DSN 367-4425 or customer service at (404) 464-3988 or email at passports@arcent.army.mil

c. Your local Installation Transportation Office.

6. RECOMMENDATION: Information only.

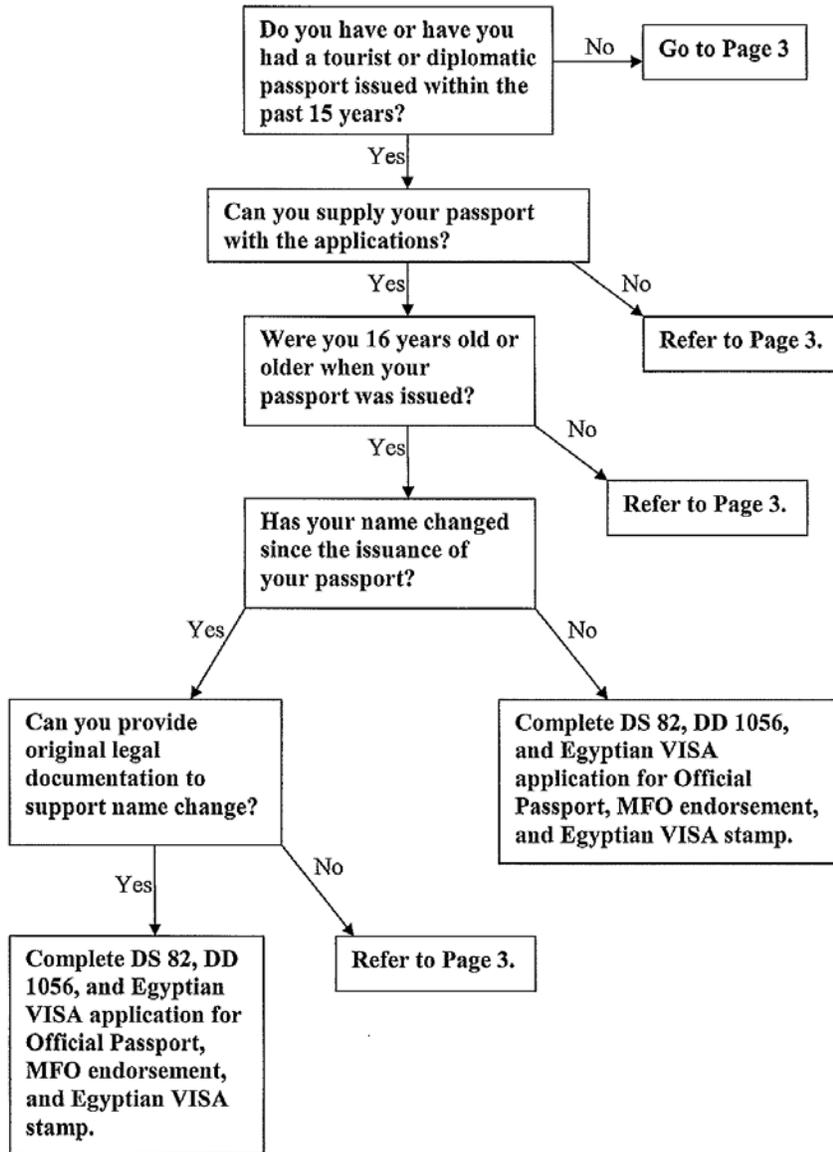
Prepared by:
1st TSC Strength Management
CML (910) 643-4800 / DSN 593

Passport Form Decision Diagram



*** If you can not supply your Official Passport with your applications due to loss or theft, you must file a DS11, DS 64, DD 1059, and Egyptian VISA.

Passport Form Decision Diagram



*** If you can not supply your tourist or diplomatic passport with your applications due to loss or theft, you must file a DS11, DS 64, DD 1059, and Egyptian VISA.

Passport Form Decision Diagram

