



DEPARTMENT OF THE ARMY AND AIR FORCE
Illinois Army and Air National Guard
1301 North MacArthur Boulevard, Springfield, Illinois
62702-2399

NGIL-PRZ-A

26 May 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PRZ LOG 11-012, Military No-Fee Passport Processing

1. References:

- a. DoD 1000.21-R, 1 Apr 97
- b. DoD Foreign Clearance Guide: <https://www.fcg.pentagon.mil/>
- c. General Information for Passports and Visas for all Branches of Service:
<https://secureapp2.hqda.pentagon.mil/passportmatters/>
- d. U.S. Passport Applications for Children under Age 16: Code of Federal Regulations Title 22, Section 51.28 Effective February 1, 2008.
- e. Denial of Passports: Federal Regulations Title 22 Section 51.70 (a) (8).

2. Purpose: This policy memorandum is being published to establish standard processing procedures for official military passports for military personnel and eligible family members.

3. Policy: Eligibility for a military passport (burgundy cover) is limited to the following:

- a. Soldier(s) on military orders conducting Official Government Business, and
- b. Departing to a country requiring an Official Passport IAW the DoD Foreign Clearance Guide.

4. Applicability: This policy applies to all DoD personnel and their family members carrying out official duties.

5. General Information:

- a. The Official Military No-Fee Passport is for official travel purposes only. Military personnel traveling on official business to NATO countries for PCS, TAD, or TDY require a military ID card and NATO travel orders. Soldiers must obtain a tourist passport (blue cover) for personal travel.
- b. The burgundy official passport is the property of the U.S. government and may be recalled at any time by the proper authority.

c. DoD personnel requiring a no-fee passport should apply immediately upon notification of assignment. It takes a minimum of 45-60 days to process applications for official military no-fee passports.

d. ILARNG Support Center processes passport applications.

e. Applicants are required to submit the following documents at the time of application:

(1) Evidence of U.S. citizenship: previous issued passport, certified copy of their birth certificate (birth certificates must have a raised or colored seal). A person born abroad must submit a certificate of citizenship or certificate of naturalization.

(2) Passport Photographs: Two recent identical photographs taken (within 6 months). Visa applications may require more photographs. Photographs done in military uniform will not be accepted. Passport photographs may be scheduled with the ILARNG Support Center.

(3) Valid Identification: Applicants must present a current photo ID (State, Military, or Valid Passport) when the application is turned in. The passport application form DS-11 must be signed in front of an authorized passport official.

(4) If your name has changed from your original birth certificate, you must submit a marriage certificate or court documents proving name changes.

(5) Other documentation may be required by the arriving country. Please visit the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil> for further information on country requirements.

f. Both parents or legal guardians must give their consent to passport issuance to a minor under 16 unless sole custody or guardianship is established by applying parent. Both parents must provide identification and proof of their relationship to the child.

g. Applicants will be denied a passport if they owe child support in excess of \$2,500. The State Department has no authority to issue a passport of any type to an individual who owes child support without clearance from Secretary of Health and Human Services.

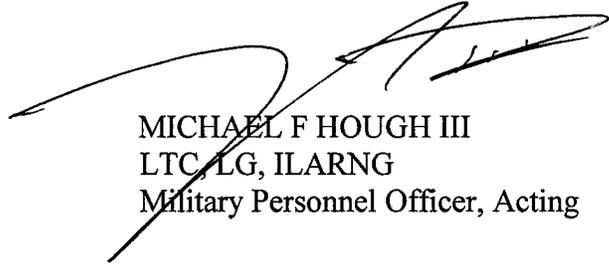
h. Applications that are submitted without the proper documentation will be destroyed after 30 days if missing documents are not received.

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FOR THE ADJUTANT GENERAL:



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