The DoDEA Passport Team supports DoDEA personnel and authorized dependents traveling abroad, on official business, ensuring the possession of the proper no-fee passport and appropriate visa(s). The DoDEA Passport Team is part of the DoDEA Resource Management TDY Branch and is located at DoDEA Headquarters.

Important things to know about Official passports:

- Official passports are the property of DoDEA and may NOT be used for personal travel.
- Authorized dependents must be U.S. Citizens and retain a U.S. Tourist Passport (blue) to be eligible for an Official passport.
- If an authorized dependent’s passport expires prior to the Sponsor’s passport, the sponsor must renew his/her passport at the same time or before renewing the authorized dependent’s passport.
- Official passports must be surrendered upon retirement or separation from DoDEA to an authorized representative. Contact the DoDEA HQ Passport team for more information.
- It is the responsibility of the sponsoring employee to maintain up-to-date Official and Tourist passport and visas, to include passports and visas for authorized dependents.

How to apply for an Initial or Renewal Official Passport:

1. Contact a DoD Passport Agent. The best place to start is by communicating with the DoDEA HQ Passport team. A team member will explain the process and provide an instructional guide and local DoD Passport Agent options.
2. Schedule an in-person appointment with the DoD Passport Agent; include all authorized dependents at this appointment.
3. Attend scheduled in-person appointment:
   - Documents to bring to the appointment:
     - Previously issued/expired Official Passport and copy of signature page (if applicable)
     - Tourist Passport and copy of signature page (if available)
     - DS-82/DS-11 (Child) Passport Application
     - Copy of a valid Transportation Service Agreement (DD Form 1616 or DD Form 1617)
     - Copy, front and back, of ID Card (e.g. Driver’s License, Common Access Card, etc.)
     - Copy of Tentative Job Offer (initial passport) or Letter of employment and original PCS orders (renewal passport)
     - Original birth certificate for any traveler without a Tourist Passport and/or for children with a 5-year tourist passport
     - Two (2) Passport photos (no glasses, white shirts or tank-tops) (some DoD locations may be able to take passport photos, inquire with DoD Passport Agent when you make the in-person appointment)
   - Supplemental Required Documents, as applicable:
     1. Copy of the original divorce decree or court documents reflecting any name changes.
     2. Copy of the original court document if sponsoring employee is divorced and was awarded 100% custody of the children
     3. If a parent is unable to attend the in-person passport appointment, a notarized DS-3053 with a copy, front and back, of the non-attending parent’s Identification card (e.g.: Military Identification card or driver’s license) is required. Each child’s application requires an original DS-3053. Scanned, faxed or emailed copies are NOT accepted.
   - Complete and submit the Passport Application along with required documents and 2 passport photos.
4. Allow passport processing, approximately 10-12 weeks.
5. The DoD Passport Agent will contact the sponsoring employee when the passport is completed.
6. Passports may be mailed to the sponsoring employee requiring an adult signature or can be picked up at the DoD Passport Agent’s office
7. Any host nation visa requirements must be requested by the sponsoring employee at passport pick up. If the passport(s) is mailed and a visa is required, the sponsoring employee may mail the visa documents to the DoD Passport Agent for further processing.
8. If a sponsoring employee is processing a passport with a DoD Passport Agent other than the DoDEA HQ Passport team, the employee must notify the DoDEA HQ Passport team when the employee receives the passport.
9. The sponsoring employee should contact the DoDEA HQ Passport team with any questions or concerns throughout the process.

Policies Associated

- DoD Directive 4500.54E, DoD Foreign Clearance Program
- DoD Directive 1000.21E, DoD Passport and Passport Agent Services
FAQs

When should I use my Official Passport?

Anytime you are traveling abroad on official travel. An Official Passport should never be used for personal travel.

How do I apply?

Send an email to HQPassports@dodea.edu.

What documents do I need?

1. Official Passport and copy of signature page (if applicable)
2. Tourist Passport and copy of signature page (if available)
3. DS-82/DS-11 (Child) Passport Application
4. Copy of a valid Transportation Service Agreement (DD Form 1616 or DD Form 1617)
5. Copy of CAC, if a renewal (front & back)
6. Copy of Travel Orders or Transportation Service Agreement
7. Original birth certificate (for children with a 5-year tourist passport)
8. Letter of Employment
9. Two (2) Passport photos (no glasses, white shirts or tank-tops)

When should I renew my passport?

Passports should be renewed 6 months prior to the expiration date. If an authorized dependent’s passport expires prior to the Sponsor’s passport, the sponsor must renew his/her passport at the same time or before renewing the authorized dependent’s passport.

How long does it take to get an Official passport?

Processing can take 10-13 weeks, or longer during peak PCS season.

What if I need an expedited official passport?

Contact the DoDEA HQ Passport team- you will need an “expedite memo” signed by an SES or above to accompany your funded orders and travel itinerary.

What are common errors that slow down the passport process?

1. The sponsoring employee doesn’t apply for a renewal passport before authorized dependents. The sponsoring employee must apply with or before the authorized dependents, preventing a suspension process.
2. Middle name is missing on passport application
3. Mother’s maiden name at birth is incorrect on the passport application
4. Not reporting lost or stolen passports