(YOUR UNIT LETTERHEAD)

DATE

MEMORANDUM FOR DEPARTMENT OF STATE
Passport Services, Special Issuance Agency
Official Travel Branch
ATTN: Ms Battie Stewart

FROM: *Unit/Squadron*
Unit/Squadron Complete Mailing Address

SUBJECT: Request Expedite of Passport Application

1. Request passport application(s) for an official passport be expedited on the following individual(s):

   Individual's Full Name *SSAN* *DOB*
   (as completed on application)

2. Individual(s) will be departing Hawaii *date of departure* for *# of days/months* and requires the passport by *date passport required by individual(s)*. Individual(s) was/were notified *date notified* that he/she would be traveling to *state Non-NATO country requiring individual to have a passport* for the purpose of *state purpose of travel*.

3. The last minute processing of this request was necessary because *state reason for last minute processing to obtain an official passport.* *(e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one; NOTE: If individual has an official passport and it was not renewed 6 months prior to its expiration, then an explanation is required.)*

4. Travel cannot be postponed to a later date because (*state reason travel date cannot be altered*).

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to *name of POC* at Commercial and DSN *phone number*.

SIGNATURE BLOCK
(Signature, Commander)
(General officer or SES equivalent)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- ***Replace All Italicized/Underlined Text***
- Staple letter to front of application.
- One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application.
- Memo **must** be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. **However, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature.**
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- If a passport is required in less than 10 days, orders must be submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.

PRIVACY ACT STATEMENT: THE INFORMATION REQUESTED ON THIS FORM IS PROTECTED UNDER AUTHORITY OF T U.S.C. 552a AND THE JOINT TRAVEL REGULATIONS TO PROVIDE A MEANS OF MAKING TRAVEL ARRANGEMENTS. THE FORM IS USED AS A GUIDE FOR PREPARING AN ACCURATE TRAVEL ITINERARY AND REMAINS PART OF THE RETAIN FILE. DISCLOSURE OF REQUESTED INFORMATION IS VOLUNTARY, HOWEVER COMPLETION OF THIS FORM IS NECESSARY BEFORE TRANSPORTATION CAN BE AUTHORIZED. FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION MAY RESULT IN DISAPPROVAL OF TRAVEL REQUEST.

Revised: 17 Jan 07