



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 5512.75 w/ch 1  
SUSB1  
26 SEP 1997

AIR STATION ORDER 5512.7J w/ch 1

From: Commanding General  
To: Distribution List

Subj: PASSPORTS

Ref: (a) MCO 5512.4N (NOTAL)

Encl: (1) Definitions  
(2) Documentation Required for a No-Fee Passport  
(3) Unit Responsibilities

1. Purpose. To provide information and instructions for obtaining official, diplomatic, and no-fee regular passports required by military personnel, federal employees, and authorized family members/dependents stationed at Marine Corps Air Station (MCAS), Cherry Point, and/or within MCAS, Cherry Point's five county Area of Responsibility (AOR).

2. Cancellation. AirStaO 5512.7H

3. Background. The reference designates MCAS, Cherry Point as a Passport Agency for accepting applications and administering required oaths. Normally, only official, diplomatic, and no-fee passports will be processed in accordance with the reference. Applications for tourist passports will be processed when directed in official orders. The Passport Agent will provide information and directions to tourist passport agents for all other applicants.

4. Summary of Revision. This revision is being made to add the enclosures which provide definitions of certain terms, identify documentation required for a no-fee passport and identify unit responsibilities. A complete revision has been made to paragraph 5 and should be thoroughly reviewed.

5. General Information

a. Passport services are located in the Traffic Management Office, Building #298, "E" Street, MCAS, Cherry Point. The

26 SEP 1997

designated Passport Agent will provide all necessary services to process documentation for further submission to the Department of State, Office of Passport Services. The type of passports issued depends on the official position of the traveler and the nature of official business to be accomplished. No-Fee passports may be diplomatic, official, or no-fee regular.

b. No-Fee passports are issued to persons traveling abroad in the discharge of official duties when passports are required. Command sponsored dependents are required to have no-fee passports without regard to age or destination abroad. The bearer of a no-fee passport may not use the passport when leaving the United States for personal travel. The bearer of a no-fee regular passport may use the passport for incidental travel while abroad, provided the foreign governments concerned do not object to the use of the passport for non-official travel and will issue a visa if required. The traveler must obtain a regular fee (tourist) passport if the government objects. Holders of diplomatic or official passports are forbidden to use their passports for incidental travel. For bearers of diplomatic and official passports, a tourist passport must be obtained for incidental travel. A person may possess a valid regular fee passport and a valid no-fee passport simultaneously. **MINOR CHILDREN UNDER THE AGE OF FOURTEEN (14) WILL REQUIRE THE CONSENT OF BOTH PARENTS IN ORDER TO PROCESS A PASSPORT APPLICATION.**

c. Military personnel traveling utilizing a Military Identification Card and orders to the country of assignment, who anticipate travel to surrounding countries for leave purposes, should obtain a tourist passport. An alternative to obtaining a tourist passport is a certified copy of their birth certificate with a registrar's raised seal and a file date within one year of birth (depending on entry requirements of the country) prior to departure from the United States. Hospital certificates, and notarized Xeroxed copies of birth certificates are not acceptable.

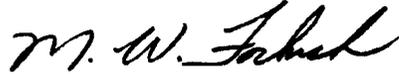
d. For destinations not requiring passports for sponsors or dependents, such as territories of the United States (Guam, Guantanamo Bay, etc.), tourist passports should be obtained before executing PCS orders to facilitate leave travel to surrounding countries.

e. No-fee passports may be used only as long as the position or status for which they were issued is maintained. Passports may be sent with the bearer if the next command requires the servicemember to have a passport.

AirStaO 5512.7J

26 SEP 1897

Upon termination of such a position or status, release from active duty, discharge, or retirement, no-fee passports must be returned to the CMC (MMOS-5) for delivery to Passport Services of the Department of State. These passports are normally destroyed; however, they may be canceled and returned for souvenir purposes upon request.



M. W. FORBUSH  
Chief of Staff

DISTRIBUTION: A PLUS SUH (10)/SUSB1 (3)



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5512.7J Ch 1  
SUR3

**02 OCT 2001**

AIR STATION ORDER 5512.75 Ch 1

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: PASSPORTS

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. On page 2, para 5.b., add the following sentence "Minor children under the age of fourteen (14) will require the consent of both parents in order to process a passport application."
  - b. On page 1 of enclosure (3), para 3., change "10" to "20".
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: A

DEFINITIONS

1. Passport. The United States passport is a travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. It remains the property of the United States and is to be returned upon demand. The types of passports are:

a. Fee. A fee or regular passport (blue), commonly referred to as a "tourist" passport, valid for 10 years from the date issued for adults and five years for passport issued prior to the applicant's 18th birthday. It is issued to a U.S. national proceeding abroad for personal or private business reasons (e.g. leave, as a contract employee). The fee passport may not be used in lieu of an official passport. This is considered misrepresentation and the bearer may be detained by local authorities when traveling. Tourist passports are issued when authorized by the Office of Passport Services of the Department of State (e.g., servicemember is traveling to a Middle Eastern country on official government business and for security reasons he/she would have an official passport and tourist passport). Tourist passports for leisure travel can be applied for at the New Bern Post Office or the Carteret County Courthouse.

b. No-Fee. No-fee passports are issued to military personnel, Federal employees, dependents, and appropriate nonappropriated fund employees traveling at government expense. Types of no-fee passports are:

(1) Diplomatic. A diplomatic passport (black) is issued to a person having diplomatic status either because of the nature of the mission or by reason of the office held. Where appropriate, dependents of such persons may be issued diplomatic passports. The validity of the passport is controlled by the limitation date appearing on the passport, which is determined by the exact length of the tour, plus two months, not to exceed five years.

(2) Official. An official passport (red) is issued to an official or employee of the U.S. Government proceeding abroad in the discharge of official duties. Where appropriate, dependents of such

ENCLOSURE (1)

26 SEP 1997

persons may be issued official passports. It is valid for the duration of the status for which the passport was issued, not to exceed five years.

(3) No-Fee Regular. A no-fee regular passport (darkblue) is normally issued to military dependents traveling at Government expense containing an endorsement indicating the dependent status of the bearer. The endorsement reads: "This passport is valid only for use in connection with the bearer's residence abroad as a dependent of a member of the American military or naval forces on active duty outside the continental limit of the United States of America." When issued to nonappropriated fund employees, civilian court-martial witnesses, or to individuals on invitational-type orders, the passport will bear an appropriate endorsement. It is valid for the duration of the status for which the passport was issued, not to exceed five years.

2. Military Passport Agent. A military passport agent is an individual, military or civilian, nominated by the command and authorized by the Department of State to accept passport applications.

3. Visa. A visa is official evidence that a person has the approval of a foreign government to enter its territory and remain for a specific period of time. The visa appears as a stamp in the passport and cannot be granted without a passport.

4. Area Clearance. For the purpose of this Order, area clearance is entry approval, into a foreign country, issued by the sponsor's overseas area commander.

5. Authorizing Official. An individual designated by the installation commander or commanding officer who is responsible for the authenticity of the information entered on the DD Form 1056 MC.

6. DD Form 1056. Application for authorization to apply for a "No-fee" passport and/or request for visa.

ENCLOSURE (1)

AirStaO 5512.7J  
26 SEP 1997

DOCUMENTATION REQUIRED FOR A NO-FEE PASSPORT

1. Proof of Citizenship. Documents acceptable for proof of U. S. citizenship:

a. Passport. A U.S. passport previously issued or one in which the applicant was included that was issued on the basis of good citizenship.

b. Birth Certificate. To be acceptable for passport purposes, the certificate must show the name of the applicant, date and place of birth, that the report was filed within one year of birth, and must bear the signature of the registrar or other custodian of the original record and the raised, impressed, or multicolored seal of that office. Photostatic copies other than those issued by the appropriate registrar and those which do not bear the registrar's seal are not acceptable. Documents titled "Notification of Birth Registration" or "Birth Announcements" are acceptable only if they meet the criteria set forth above.

c. Delayed Birth Certificate. A certificate showing the original report of the birth was filed more than one year after birth is acceptable provided it shows the report of birth was supported by acceptable secondary evidence of birth such as described in paragraph 1d(2) and 1d(3) below. If the recording of the birth was delayed because of adoption, the original adoption papers, with the court seal, must be submitted with the delayed birth certificate.

d. Secondary Evidence of Birth. If a birth certificate is not obtainable, the applicant must submit the best obtainable secondary evidence on file.

(1) Letter of No Record. A letter from the state official custodian of records stating there is no record of applicant's birth on file.

(2) Affidavit of Personal Knowledge. One or more notarized affidavits completed by a person having personal knowledge of the birth. These persons include a parent, older blood relative, or the physician, nurse, or midwife who attended the birth.

ENCLOSURE (2)

26 SEP 1997

The affidavit should be accompanied by at least two public records.

(3) Public Records. These records may include baptismal certificates, hospital certificates, early census cards, first school records, insurance records, family bible records, or newspaper files regarding birth. These records must have been created as near as possible to the date of birth.

e. Certificate of Citizenship. Issued by Immigration and Naturalization Service if the individual derived citizenship through the naturalization of natural parents. The original certificate must be submitted.

f. Report of Birth Abroad. Issued by a U.S. Consulate of the Department of State if citizenship was acquired by birth abroad to a U.S. citizenship parent. The original certificate must be submitted.

g. Naturalization Certificate. Issued by Immigration and Naturalization Service. The original certificate must be submitted.

## 2. Photographs

a. Two identical photographs, taken from the same negative, are required for each passport applicant.

b. Must show the individual in civilian attire. Military members must be wearing a collared shirt.

c. Photograph must have been taken within the past six months with a clear, front view, without hat or scarf, on thin non-glossy paper, with a light or white background.

d. May be either color or black and white.

e. Must be 2" by 2" in size. Head size must be between 1" and 1 3/8".

3. Identification. A form of identification bearing both the signature and photograph of the bearer is required. A military ID card, driver's license, or previous U.S. passport may be used.

ENCLOSURE (2)

AirStaO 5512.75

**26 SEP 1997**

4. DD Form 1056. The authorization to apply for a no-fee passport and/or request for visa (DD Form 1056 MC) must be typewritten and signed by an authorized official.

ENCLOSURE (2)

AirStaO 5512.7J  
26 SEP 1997

UNIT RESPONSIBILITIES

1. Units aboard MCAS, Cherry Point are required to submit a letter to the Traffic Management Office designating a Passport Custodian and an Alternate Passport Custodian to receive, handle, and distribute official government passports. The correspondence submitted to the Traffic Management Office (Attn: Passport Agent), should include name, rank, and SSN of the personnel who will be authorized to sign for passports at the TMO. Designated custodians will ensure passports are in a secure area at all times when not in use by authorized personnel on official government travel.
2. Units should inform personnel who are required to obtain an area clearance for dependents to immediately begin the passport application process. Area clearances are often received shortly before the departure date thus leaving very little time for passports to be processed by passport services and received prior to the detachment date. If there are any discrepancies in the application, the delay could cause a modification to previous flight plans and cause the family to remain behind until the discrepancy is corrected.
3. Passports should be applied for no later than 90 days prior to detachment or projected date of port call to ensure receipt of passports by the required date. During peak periods, delays in processing have occurred at Passport Services, Department of State of up to 15 weeks. In the event of an emergency, passports can be processed within ~~210~~ 10 working days, (e.g., Crash Investigation Team TAD to a foreign country; key witness for a court martial in a foreign country; short notice mission requirements abroad, etc.). However, a letter of expedition must accompany the DD Form 1056.
4. Units are required to provide the typewritten DD Form 1056 for personnel deploying to foreign countries on TAD orders. The Passport Section within the Traffic Management Office will complete all DD Form 1056 for overseas travel of authorized dependents (Command sponsored overseas tours).
5. Units should assist military personnel and their families in obtaining no-fee passports when required for official travel. Any questions with regard to passport services and Department of State

ENCLOSURE (3)

AirStaO 5512.7J

**26 SEP 1997**

guidelines should be forwarded to the Passport Office in the Traffic Management Office. The phone number is 466-4044 or 466-3633.

ENCLOSURE (3)