



ENTER APPROPRIATE LETTERHEAD

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM FOR U.S. Department of State, Passport Services, ATTN: Official Travel Branch, 1111 19th Street NW, Suite 200, Washington, DC 20036

SUBJECT: Memorandum of Support for Official Passport Application

1. This is to certify that **Rank Name, Unit**, requires the issuance of an official passport for the performance of **his/her** official military duties.
2. The specific countries that **Rank Last Name** may be required to travel to include: **List specific countries requiring use of official passport for entry as identified in the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>.**
3. The point of contact for this action is the undersigned at **e-mail address, commercial phone number**.

SIGNATURE BLOCK

NOTE: Unless you can provide a regulatory requirement stating that an official passport is required in the performance of your duties, the U.S. State Department will not issue an official passport without the above memorandum being included with your application. Regardless of the fact that you already have an official passport, or your military assignment orders may include language relating to the requirement for an official passport, the U.S. State Department will not issue an official passport unless your duties require you to travel to a specific country where entry with an official passport is required as identified in the Foreign Clearance Guide.