



Checklist for DS-4085 Additional Visa Pages



Client Legal Services processes additional visa page applications for passports on a walk-in basis during normal duty hours. You may also submit your application to the US Embassy, or US Embassy personnel in the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

1. ____ Form DS-4085 (Application for Additional Visa Pages): Instructions for properly completing the form, and a link to the form, are available on our website (<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>). The form should (**must for diplomatic/official/no-fee applications**) be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The applicant (both parents with minor child) must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.

2. ____ US Passport (**undamaged**) with four (4) or less blank visa pages remaining.

3. ____ Certified photocopies of valid picture ID's:

- Minor Child application (age 15 and younger): One (1) photocopy of father's and mother's picture IDs.
- First-Time Adult application (age 16 and older): One (1) photocopy of applicant's picture ID.

The photocopy of picture ID must conform as follows:

- Photocopied on regular 8-1/2" x 11" white paper (in color or black & white).
- Photocopied with both front and back of ID on the same side of the sheet of paper.
- Photocopy must display clearly recognizable face(s)
- Images may be larger than original image, but cannot be smaller.

4. ____ Money order in the amount of **\$82** made payable to the "US Embassy" in the EXACT AMOUNT (**tourist passport only**). **DO NOT include any additional fees for expedited services.**

The following documents are required only for diplomatic/official/no-fee passport applications:

5. ____ Documentary proof of entitlement to diplomatic/official/no-fee passport (**all of the following**):

- Military servicemembers (**all of the following**):
 - Assignment orders to Korea or gaining assignment from Korea.
 - Memorandum of support for official passport (**see our website for sample**).
- Military family member(s): Command-sponsorship orders listing applicant (to include amendments and extensions).
- DoD employees and their family member(s) (**all of the following**):
 - DD Form 1614 (Permanent Duty Travel Order) to Korea.
 - Letter of Employment (signed by CPAC) listing applicant.
 - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).
- DoDDS employees and their family member(s) (**all of the following**):
 - DD Form 1614 (Permanent Duty Travel Order) to Korea.
 - Letter of Employment (signed by DODDS Korea District) listing applicant.
 - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).

6. ____ DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website. **THE DD FORM 1056 MUST BE SIGNED IN BLUE INK.**

7. ____ Request to Expedite Passport Application. The format for this memorandum is available on our website.