

## EMERGENCY PASSPORT PROCESSING

If conditions exist that family members are notified to travel overseas in an emergency, usually in life or death situations, the following procedures will apply. Only three immediate family members are authorized government travel and passports. Family members would include spouse, children, mother, father, sister, or brother. If you take a child overseas, consider that many hospitals will not allow children in ICU/CCU areas.

Passports can be expedited and will be issued for a 1-3 month period depending on the circumstances.

Items required for passport processing:

### **Red Cross Message**

**Orders** issued by the Casualty Section (Mrs. Hutchinson-Wilson, 384-1965/3348)

**Passport photos** (TSC photo lab 361-6268) *TSC will only take your passport photos in case of an emergency or on Fridays from 9-11, so if you want to be proactive, I would recommend going into town and getting them done in advance.*

**Proof of citizenship** – any item below:

Birth Certificate with state seal (no notary seals or hospital certificates will be accepted). *The internet has many sites to order birth certificates if you search under birth certificates or vital records.*

An old expired passport

Naturalization certificate

**Proof of Identity** – Military ID Card, Driver's License, State ID Card

The most difficult and time consuming part of the passport process is obtaining the correct citizenship evidence. Because many birth certificates are not acceptable for passports. We recommend that families consider obtaining birth certificates to have on hand in case of emergency.

Although not required, in order to expedite the process, family members may fill out the application forms using the passport wizard located on <https://pptform.state.gov>. Print out the forms, but do not sign it. You will hand-carry the forms and documents to Washington, DC. The family will fly to Washington to obtain the passports enroute to overseas. Flights will be scheduled through the Fort Richardson Casualty Assistance Center.

Travel, passports, per diem and lodging are covered by DA. Per Diem and lodging is on a reimbursable basis. The family can stay up to 15 days (some exceptions are allowed if more time is required).