

## Passport Processing Instructions

Congratulations on your new position with the Civilian Expeditionary Workforce!

The application to receive an Official Passport is the most time consuming process. In order to ensure you receive your Official Passport prior to your departure, it is recommended we begin soon.

Please read and follow the instructions below:

**A. If you have a Tourist Passport (current or expired) or an Expired Official Passport, please take the following actions:**

1. Please download and complete DS-82. This form can be downloaded from this link:  
<http://travel.state.gov/content/passports/english/passports/renew.html>

***Click on "Complete Online & Print" Complete all required fields. On the last page, section 15, please indicate the position you have been hired to fill (i.e. Admin Spec, Engineer, etc.), section 16, please put DOD (for Dept of Defense). In section 20, date of trip should be two (2) weeks prior to your scheduled training date at Camp Atterbury (or CAST). Duration should read 13 months, and countries to visit should be Afghanistan, Kuwait, and Qatar.***

***\*\*Please note: The Dept of Defense Passport Office will not accept forms with handwritten entries, white-out, or dry-line. Please ensure you finalize all edits on your computer prior to printing.***

Upon completion of all fields, after reviewing your document, select "Next". On the next page select "Passport Book", then "Next" (DO NOT submit payment). On this page, scroll down and check "I have read and acknowledge...", then select "Create form". A PDF will open, save it, and send it to me. **DO NOT PAY FOR ANYTHING**, we just need the form. If you have trouble with this, call me.

2. Upon completion of the DS-82, please either email or fax a copy to me as soon as possible, for review. My email address is: [shawn.c.grant.civ@mail.mil](mailto:shawn.c.grant.civ@mail.mil) or CEW fax number #: 703-806-2345.

3. Obtain 2 Passport Photos. The background of your passport photos must have a white background. ***\*\*\*Photos: Must be 2in x 2in, on white background, centered with at least ½ inch of space between top of head and top edge of photo, taken within last 6 months, resembles you, and in proper attire (nothing offensive, no uniform, no hats unless part of religious attire that is worn daily). No cleavage, hair pulled away from your face, no glasses of any type, and do not smile.***

4. Once all actions are complete and verified, you will be provided (through email) a FEDEX account number and address to send your blue tourist passport (or expired official passport), passport photos, and signed DS-82 for processing.

**B. Please contact me if you do not have a passport (official or tourist) or if you have an unexpired Official Passport**

\*Note: An Official Passport has a reddish-brown jacket; Tourist Passport is blue.

Please contact me, at 703-806-4010, if you require any assistance.

Shawn Grant