**SAMPLE PASSPORT JUSTIFICATION MEMORANDUM**

**(UNIT LETTERHEAD)**

 **(DATE)**

MEMORANDUM FOR DEPARTMENT OF STATE

Passport Services, Special Issuance Agency

Official Travel Branch

From:

Commanding Officer, **(ENTER UNIT’S NAME)**

**Unit’s Complete Mailing Address**

SUBJECT: JUSTIFICATION FOR NO-FEE PASSPORT REQUEST

1. A no-fee passport is requested for the member listed below and presently attached to **(ENTER UNIT’S NAME)**.

Individual’s Last, First, Middle Names SSN DOB

**(LIST INDIVIDUAL(S) AS COMPLETED ON APPLICATION)**

2. The member listed above will be assigned to a billet as a **(SPECIFY DUTIES)** that requires travel to foreign countries including **(LIST COUNTRIES THAT REQUIRE THE TYPE OF NO-FEE PASSPORT REQUESTED PER THE FCG).** Since there is no immediate travel planned, this letter of justification is submitted awaiting copy of official travel orders.

3. The point of contact is **(ENTER RANK/RATE OF POC)** at commercial **(ENTER PHONE NUMBER WITH AREA CODE)** or via e-mail at **(ENTER E-MAIL ADDRESS).**

 (ENTER CO’S NAME)

**NOTES:**

1. **REPLACE BOLD TEXT IN THE SAMPLE LETTER WITH APPLICABLE DATA.**
2. **THIS SAMPLE LETTER FOLLOWS THE FORMAT FOR THE “REQUEST EXPEDITE OF PASSPORT APPLICATION” PROVIDED BY THE DEPARTMENT OF STATE. THE LETTER MUST BE SIGNED BY THE COMMANDER OR COMMANDING OFFICER OR DIRECTOR OR “ACTING” – A MEMORANDUM SIGNED “BY DIRECTION” WILL NOT BE ACCEPTED.**