NEW PASSPORT NUMBERS

Newly renewed or issued passports have been coming back from the State Department with the passport numbers containing letter.......Y00059241.

When trying to update ARIS, ARIS will only accept numbers.

FMAD is aware of this and state:
"The request was made to the ARIS team and this update is in their work queue. Unfortunately, the team is one-person, and he is going to get to this request as soon as he can. The current timeline I have been provided is by the end of January or beginning of February.
Thank you for your patience. "

GUIDANCE FOR ISSUANCE OF NEW OR RENEWAL PASSPORTS

Currently, traveler **MUST** have a "real" trip in mind to initiate a renewal or new issuance with Area Director approval. Processing a passport will not be accepted without Area approval.

Documents needed for Area Director approval to move forward.
- Passport Processing Memo to FMAD,
- MWA Essential Travel Form,
- FTIS/ATIS Record.

Once Passport Processing Memo is approved, the Memo will be returned to the Unit.
- The MWA Essential Form nor the FTIS Record will not be approved, these two forms will only be approved **IF** and **WHEN** travel restrictions are lifted.
- We do not want to approve these two forms – giving the traveler a false sense that the trip is approve.
- Now we can proceed with passport renewal or new issuance.

PLEASE NOTE: These documents are necessary for the Area Director to make an accurate decision if the trip is critical for attendance. Also, if the Department would require further information

PASSPORTS

1. Travel Tidbit – New or Renewal – Passport Processing Request Instructions during COVID

2. Travel Tidbit – Passport Cancellation/Destruction Instructions

3. Travel Tidbit – Passport ARS to ARS Transfer Instructions

FOREIGN TRAVEL TRAINING