

# REQUEST FOR PASSPORT WAIVER LETTER

Passport waivers are **ONLY** valid for **ONE-WAY** travel.  
*Round-trip travel will require separate letters!* **Submit 2 weeks**  
**prior to travel.**

## TRAVELER INFORMATION:

Name of Traveler: \_\_\_\_\_  
Last First MI Suffix (Ms., Mr., Mrs.)

Date of Travel: \_\_\_\_\_ Traveling From: \_\_\_\_\_  
Date / Month / Year Jacksonville / Norfolk / Guantanamo / Base Andrews / Other

Destination: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Jacksonville / Norfolk / Guantanamo / Base Andrews / Other Date / Month / Year

Place of Birth: \_\_\_\_\_ Command/Company: \_\_\_\_\_  
City, State, Country (If a dependent, sponsor's command)

Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_  
Date / Month / Year Date / Month / Year

Sponsor's Date of Birth: \_\_\_\_\_ Sponsor's Place of Birth: \_\_\_\_\_  
Date / Month / Year City, State, Country

If traveler is not the sponsor, sponsor's name: \_\_\_\_\_  
Last First MI Suffix (Ms., Mr., Mrs.)

## IF TRAVELER IS A MINOR:

Mother's Name: \_\_\_\_\_  
Last First MI Suffix (Ms., Mr., Mrs.)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date / Month / Year City, State, Country

Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_  
Date / Month / Year Date / Month / Year

Father's Name: \_\_\_\_\_  
Last First MI Suffix (Ms., Mr., Mrs.)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date / Month / Year City, State, Country

Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_  
Date / Month / Year Date / Month / Year

\_\_\_\_\_  
Signature of Submitter / Date

\_\_\_\_\_  
Printed Name

Email: \_\_\_\_\_

Phone: \_\_\_\_\_