

The screenshot displays the VISA PASSPORT system interface. At the top, a blue navigation bar contains the logo and menu items: **VISA PASSPORT**, **Tasks**, **Mail Room**, **Training & Facilities**, **Customer Service**, **Reports**, and **Account**. The **Tasks** dropdown menu is open, listing various actions such as **View Visas**, **View Passports**, **Agent**, **Dashboard**, **New DD1056** (highlighted with a blue arrow), **Acknowledge Receipt**, **Traveler Mail-Out**, **Traveler Pick-Up**, **DoS Returned to Traveler**, **Agent Locator**, **Request Off-Site**, **Courier**, **Delivered to DOS**, **Deliver to Embassy**, **Counter**, **Counter Pick-Up**, **Manager**, and **Visa Manager Tasks**. A green button labeled **Close out Mail-in** is positioned below the **New DD1056** option. The main content area features a **Traveler Mail-Out** section with a **Barcode** input field. The bottom left corner includes **Links** (HQDA Privacy, FAQ) and the **U.S. ARMY** logo. The bottom right corner provides **Contact** information for PSD Passport Visa, including the address (9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060) and email ([usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil](mailto:usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil)). A large, semi-transparent **DRAFT** watermark is overlaid across the center of the page.

Screenshot depicting what the Passport Agent sees when Creating a new DD Form 1056 in VPAS



## New Application

Selection

DD1056 Type \*

- Select -



Grouping Type \* ?

- Select -



Submit DD-1056 For Different Agent ID

Are you submitting this DD-1056 for a different Agent?

Cancel

Start Application

### Links

[HQDA Privacy Policy](#)

[FAQ](#)

### Contact

PSD Passport Visa

9301 Chapek Road, Bldg. 1458

Fort Belvoir, VA 22060

Above is the screen to generate a new application (DD FORM 1056)



# New Passport

(DD1056)

## Application (Dependent)

Date Received \*

04/04/2022



Date Required (Box 1)

05/05/2022



Major Service Comp. \* ? (Box 2)

DOD - Army, General



Type Of Request \* (Box 3)

Initial (DS-11)



Passport Type ? (Box 4)

Official



Priority

Routine



## Applicant Information

Last Name \* (Box 5)

First Name \* (Box 5)

Middle Name ? (Box 5)

Above is a portion of the Data capture/input screen



Date of Birth \* (Box 6)

Year ▾ Month ▾ Day ▾ mm/dd/yyyy

Place of Birth \* (Box 7)

United States of America ▾ - Select - ▾

Home Phone (Box 11b)

Office Phone (Box 11c)

Current Home Address (Box 11a)

Sponsor Information  Same as Applicant

Sponsor Last Name \* (Box 8a)

Sponsor First Name \* (Box 8a)

Sponsor Middle Name (Box 8a)

Sponsor Email \* (Box 8b)

firstname.lastname@mail.mil

Sponsor Personnel Type \* (Box 9)

- Select - ▾

Sponsor Service \* (Box 9)

- Select a personnel type - ▾

Above is a portion of the Data capture/input screen



Sponsor Rank \* (Box 9)

- Select a service -



Sponsor SSN \* (Box 10)

000-00-0000

Travel Information

Special Assignment Requiring Passport (Box 14)

- Select -



Departure Date \* ? (Box 16)

mm/dd/yyyy



Total Length of Stay \* ? (Box 17)

Days ▾

Passport Will Be Returned To (Box 15)  Passport Agent

9301 CHAPEK ROAD, BUILDING 1458

FORT BELVOIR, VA 22060

Hold for pick-up (Box 12b)

The passport should be held for pickup

Above is a portion of the Data capture/input screen



Arrival Date \*

Length of Stay \*

Country \* (Box 13)

mm/dd/yyyy



Days ▾

- Select a Country -



Remove

Add Another Destination

Authorizing Official Information  Same as Agent

Auth. Off. Last Name \* (Box 18a)

DOE

Auth. Off. First Name \* (Box 18a)

JANE

Auth. Off. Middle Name (Box 18a)

Auth. Off. Title (Box 18c)

PASSPORT AGENT

Auth. Off. Personnel Type \* (Box 18b)

Civilian

Auth. Off. Service \* (Box 18b)

Army

Auth. Off. Rank \* (Box 18b)

GS-9 Civilian

Auth. Off. Phone \* (Box 18e)

7035459475

Auth. Off. Mailing Address \* (Box 18d)

9301 CHAPEK ROAD, BUILDING 1458

FORT BELVOIR, VA 22060

Above is a portion of the Data capture/input screen



Additional Information

**Additional Information \*** (Box 19)

300 characters remaining

Suspense Control

**Date Applied for Passport/Visa** (Box 20)

**Place Applied for Passport/Visa** (Box 21)

**Name of Court or Passport Agent** (Box 22)

**Date Passport/Visa Received** (Box 23)

**Passport Number** (Box 24)

**Passport Issue Date** (Box 25)

**Passport Expiration** (Box 26)

**Documents Included** (Box 27)

Above is a portion of the Data capture/input screen

mm/dd/yyyy

Date Passport/Visa Received (Box 23)

mm/dd/yyyy

Passport Number (Box 24)

Passport Issue Date (Box 25)

mm/dd/yyyy

Passport Expiration (Box 26)

mm/dd/yyyy

Documents Included (Box 27)

Submit Application

Links

[HQDA Privacy Policy](#)

[FAQ](#)

Contact

PSD Passport Visa

9301 Chapek Road, Bldg. 1458

Fort Belvoir, VA 22060

[usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil](mailto:usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil)



Above is a portion of the Data capture/input screen





## Application created

The application has been created. Please select "Generate DD1056" to download the PDF DD1056.

Edit DD1056

Generate DD1056



### Links

[HQDA Privacy Policy](#)

[FAQ](#)



### Contact

PSD Passport Visa

9301 Chapek Road, Bldg. 1458

Fort Belvoir, VA 22060

[usarmy.pentagon.hqda-ooa-det.mbx.det-ppv-customer-service@mail.mil](mailto:usarmy.pentagon.hqda-ooa-det.mbx.det-ppv-customer-service@mail.mil)

Screen shot of final submission if no errors are found. Clicking on **Generate DD1056** will create a form with a bar code on the left side via PDF format.

This form must be completed electronically or typed. See DoD 1000.21 for form completion instructions.

 P 40MF	<b>AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA</b>		OMB No. 0702-0134 OMB approval
	The public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0702-0134). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RESPONSES SHOULD BE SENT TO: Department of Defense, Washington Headquarters Services, Enterprise Management Directorate, Business Integration Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100.</b>		
	<b>1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT</b> (YYYYMMDD) 05 May 2022	<b>2. MAJOR SERVICE COMPONENT</b> DOD - Army, General	
	<b>3. TYPE OF REQUEST</b> (X appropriate box) <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL <input type="checkbox"/> ADDITIONAL PAGES <input type="checkbox"/> VISA ONLY	<b>4. TYPE OF PASSPORT BEING REQUESTED</b> (X if applicable) <input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> MILITARY DEPENDENT <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> NO-FEE REGULAR	
	<b>5. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME</b> DOE, JOHN	<b>6. APPLICANT'S DATE OF BIRTH</b> (YYYYMMDD) 01 Jan 1980	<b>7. APPLICANT'S PLACE OF BIRTH</b> California, USA
	<b>8a. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME</b> (For spouses and/or family members) DOE, JOHN	<b>9. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE</b> GS-15	<b>10. SPONSOR'S SSN</b> 000-00-0000
	<b>b. SPONSOR'S EMAIL ADDRESS:</b> JOHN.DOE.MIL@MAIL.MIL		

The final product of VPAS, a Barcoded DD1056 Form.

<b>40MF</b>	6. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME DOE, JOHN		8. APPLICANT'S DATE OF BIRTH (YYYYMMDD) 01 Jan 1980	7. APPLICANT'S PLACE OF BIRTH California, USA	
	8a. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME <i>(For spouses and/or family members)</i> DOE, JOHN		9. SPONSOR'S MILITARY RANK/ CIVILIAN GRADE GS-15	10. SPONSOR'S SSN 000-00-0000	
	b. SPONSOR'S EMAIL ADDRESS: JOHN.DOE.MIL@MAIL.MIL				
11.a. APPLICANT'S CURRENT HOME ADDRESS <i>(Include ZIP code)</i> 1 JOHN DOE DRIVE SAN DIEGO, CALIFORNIA 92129			b. HOME TELEPHONE NUMBER <i>(Include area code)</i> 7035450003		
			c. OFFICE TELEPHONE NUMBER <i>(Include area code/DSN)</i> 735450004		
12.a. PASSPORT AGENT'S NAME <i>(Last, First, Middle Initial)</i> JANE DOE		b. MAILING ADDRESS <i>(Include complete physical mailing address, building number, room number, ZIP code)</i> HOLD FOR PICK-UP.			
c. AGENT EMAIL ADDRESS JANE.DOE.CIV@ARMY.MIL		<input checked="" type="checkbox"/> X if hold for pickup at the DoD Executive Agent Front Counter			
d. TELEPHONE NUMBER <i>(Include area code)</i> 7035459475		e. AGENT ID 123456		f. FACILITY ID NUMBER 428623	
13. DESTINATION <i>(Country or countries)</i> Japan	14. SPECIAL ASSIGNMENT REQUIRING PASSPORT* <i>(See Note)</i>		15. PASSPORT WILL BE RETURNED TO: <i>(Include complete physical mailing address, building number, room number, ZIP code, and telephone number/DSN. No APO, FPO, or P.O. Boxes.)</i> HOLD FOR PICK-UP.		
16. ESTIMATED DATE OF DEPARTURE <i>(YYYYMMDD) (From country in which applicant is currently residing)</i>		17. PROPOSED LENGTH OF STAY			

Final DD1056 form continuation

7035459475		908769		428623	
<b>13. DESTINATION</b> (Country or countries) Japan		<b>14. SPECIAL ASSIGNMENT REQUIRING PASSPORT*</b> (See Note)		<b>15. PASSPORT WILL BE RETURNED TO:</b> (Include complete physical mailing address, building number, room number, ZIP code, and telephone number/DSN. No APO, FPO, or P.O. Boxes.) HOLD FOR PICK-UP.	
<b>16. ESTIMATED DATE OF DEPARTURE</b> (YYYYMMDD) (From country in which applicant is currently residing) 07 May 2022		<b>17. PROPOSED LENGTH OF STAY</b> 7 Days			
*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."					
<b>18. AUTHORIZING OFFICIAL</b>					
a. NAME (Last, First, Middle Initial) DOE, JANE		<input checked="" type="checkbox"/> X if same as item 12.a.		b. GRADE GS-9	c. TITLE PASSPORT AGENT
d. COMPLETE MAILING ADDRESS (Include ZIP code) 9301 CHAPEK ROAD, BUILDING 1458  FORT BELVOIR, VA 22060		e. TELEPHONE NO. (Incl. area code/DSN)  7035459475	f. SIGNATURE		g. DATE  04 Apr 2022
<b>19. ADDITIONAL INFORMATION</b> (Attach continuation pages if necessary) TDY TO JAPAN. REQUEST FOR OFFICIAL PASSPORT					

Final DD1056 form continuation

d. COMPLETE MAILING ADDRESS <i>(Include ZIP code)</i> 9301 CHAPEK ROAD, BUILDING 1458  FORT BELVOIR, VA 22060		e. TELEPHONE NO. <i>(Incl. area code/DSN)</i>  7035459475	f. SIGNATURE		g. DATE  04 Apr 2022
19. ADDITIONAL INFORMATION <i>(Attach continuation pages if necessary)</i> TDY TO JAPAN. REQUEST FOR OFFICIAL PASSPORT					
<b>FOR USE BY ISSUING OR RECEIVING AGENT</b> <i>(Suspense Control)</i>					
20. DATE APPLIED FOR PASSPORT/VISA		21. PLACE APPLIED FOR PASSPORT/VISA		22. NAME OF COURT OR PASSPORT AGENT	
23. DATE PASSPORT/VISA RECEIVED		24. PASSPORT NUMBER		25. PASSPORT ISSUE DATE	26. PASSPORT EXPIRATION DATE
27. DOCUMENT(S) INCLUDED WITH PASSPORT/VISA		28. VISA REQUESTED FOR <i>(Country)</i>  Japan	29. DATE PASSPORT/VISA MAILED OR PICKED UP		30. PASSPORT RETURNED TO

DD FORM 1056, MAY 2016

Final DD1056 Form