



Special Issuance Agency  
Passport Services  
Bureau of Consular Affairs  
U.S. Department of State

**IMPORTANT NOTICE**  
to  
**MILITARY PASSPORT APPLICATION ACCEPTANCE AGENTS**  
**December 2014**

**Stamp or Seal Requirement for DS-11 Execution**

This notice is to advise Military Passport Application Acceptance Agents that the requirement stated on page 76 of the 2013 Federal and Military Passport Agents Reference Guide that Agents utilize an official seal or stamp when executing DS-11 passport applications will be enforced beginning **March 1, 2015**.

The stamp/seal must meet the following requirements:

- The stamp/seal is either round or square.
- The stamp/seal should fit neatly within the blank space around the circle labeled "seal" on the first page of the DS-11 form. Recommended sizes are between 1 and 1 and ¼ inches in diameter for round seals and 1 and ¼ inches for square seals.
- Use Purple/Violet Ink.
- Specify the name of your installation (example: Ft. Belvoir) and geographic location (example: Ft. Belvoir, VA or Okinawa, Japan).
- Contain your six digit acceptance facility ID number in the middle of stamp/seal.

Example (Note: enlarged for clarity- not to scale):



Passport agent stamps/seals should be considered a controlled item and locked up when not in use. This guidance will be formalized in the updated version of the Federal Passport Agent's Reference Guide in 2015. Please contact the Customer Service Unit of the Special Issuance Agency at [CA-PPT-SIA-CS@state.gov](mailto:CA-PPT-SIA-CS@state.gov) with questions.