DEPARTMENT OF THE ARMY
Headquarters, 4th Infantry Division & Fort Carson
Passport Office, Bldg. 1218 Room 213
Fort Carson, Colorado 80913-7198

CAR-HRM

MEMORANDUM FOR: D-VIB PHOTO LAB

SUBJECT: Request for Passport Photos

1. Request a passport photo(s) for the following individual(s):

   NAME
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

2. Military personnel are required to bring a civilian collared shirt for passports photos. Passport photo must have a plain light (white or off color white) background.

3. The photo lab is located in Building 1230 in front of the outdoor pool. The number to the photo lab is (719) 526-1500. Photos for passports are being taken by appointments only.

4. Point of contact is the undersigned at (719) 526-2949/8435.

   FRANKIE ALLEN, JR.
   DAC
   Passport Agent

   Requires two set of photos. One set for passport and other set for visa.
PHOTO APPOINTMENT
Visual Information Branch
5953 Specker Ave., Bldg 1230
(SE corner of Specker Ave. & Ellis St.)
(719) 526-1500

To make a photo appointment go to the link below using your CAC or AKO Login
www.vios.army.mil

If unable to keep this appointment cancel via the VIOS website also.
Thank You

NOTE: Uniform is Soldier’s responsibility in accordance with most current AR 670-1, and AR 560-30. If you are not ready for your photo, you may be asked to reschedule your photo appointment.