

# Add Citizenship/Passport Data



Version 1.0

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## ADD/UPDATE CITIZENSHIP STATUS

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**Introduction** This section provides procedures for using Direct Access to view, add, or change a member's citizenship status.

If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a citizenship status change.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Personal Information > Citizenship > Identification Data

Portal Pagelet: Core HR

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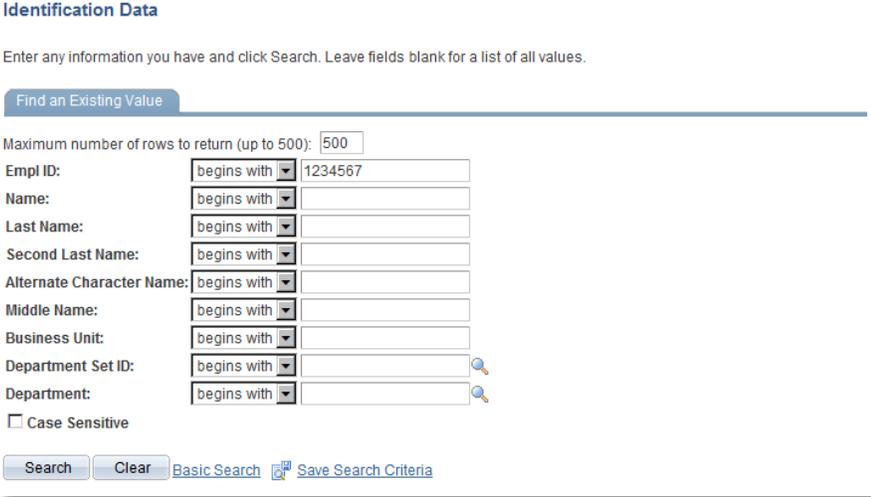
**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
- Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.

Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)

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**Procedure** The following steps will show you how to add/update Citizenship Information

Step	Action
1	<p>Select the <b>Identification Data</b> link in the Core HR pagelet or by navigating to <b>Workforce Administration &gt; Personal Information &gt; Citizenship &gt; Identification Data</b> using the menu navigation</p>  
2	<p>On the Find an Existing Value page, enter the member's employee ID number in the Emplid field or their name in one of the name fields and click the Search button.</p>  <p><b>Identification Data</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 500): <input type="text" value="500"/></p> <p>Empl ID: <input type="text" value="begins with"/> 1234567</p> <p>Name: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>Second Last Name: <input type="text" value="begins with"/></p> <p>Alternate Character Name: <input type="text" value="begins with"/></p> <p>Middle Name: <input type="text" value="begins with"/></p> <p>Business Unit: <input type="text" value="begins with"/></p> <p>Department Set ID: <input type="text" value="begins with"/> </p> <p>Department: <input type="text" value="begins with"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
3	<p>On the Citizenship/Passport page, click the lookup icon [  ] next to the *<b>Country</b> field to display a list of valid country codes. Select the country of the member's birth.</p>

The screenshot shows a web form titled 'Citizenship/Passport'. At the top, there is a 'Person ID' field. Below it, the form is divided into sections. The first section has a '\*Country:' dropdown menu with 'USA' selected and 'United States' displayed. Next to it is a 'Citizenship Status:' dropdown menu. Below this is a 'Passport Information' section with fields for '\*Passport Number:', 'Issue Date:', 'Expiration Date:', 'Country:' (with 'USA' selected), 'State:', 'City:', 'Authority:', and 'Comment:'. There are search icons next to the Country and State fields. Navigation buttons like 'Find', 'First', '1 of 1', and 'Last' are visible at the top right of the form area.

 DO NOT insert or delete rows in the 'Citizenship/Passport' area. All work is done in the current row. This page does not have an effective date; it is not necessary to insert a new row before changing the citizenship status.

4 Click the **Citizenship Status** dropdown list to display a list of valid entries. Select the correct status from the list.

Status Description	Use When Member is a:
Native	Native U. S. Citizen
Naturalized	Naturalized U. S. Citizen
Alien Permanent	Resident Alien
Alien Temporary	Non-resident Alien

This screenshot is similar to the one above but shows the 'Citizenship Status:' dropdown menu open. The menu lists the following options: Alien Permanent, Alien Temporary, Canadian Citizen, Employment Visa, Native, Naturalized, Not Indicated, Other, and Permanent Resident. The form fields for Country, Issue Date, Expiration Date, and Passport Number are visible in the background.

 Citizenship Status will display after Country is selected (if any).

5 Click the Save button. The transaction is now complete.

## ADD/UPDATE PASSPORT DATA

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**Introduction** This section provides procedures for using Direct Access to view, add, or change a member's passport and dependent's passport information.

The Direct Access implementation replaces SDAI's "Member Became U. S. Citizen (P357)" transaction. All official passports (active duty members and dependents) and diplomatic passports must be entered into Direct Access. During the implementation phase all Servicing Personnel Offices will be asked to enter the passport data into Direct Access. Newly issued passports will be entered by the CG-001 staff.

The Passport Information section of the page does not need to be completed in order to update/change a member's citizenship status. However, you may enter the Passport data if you have the information available.

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**Menu Path(s)** Menu Navigation: Workforce Administration > Personal Information > Citizenship > Identification Data

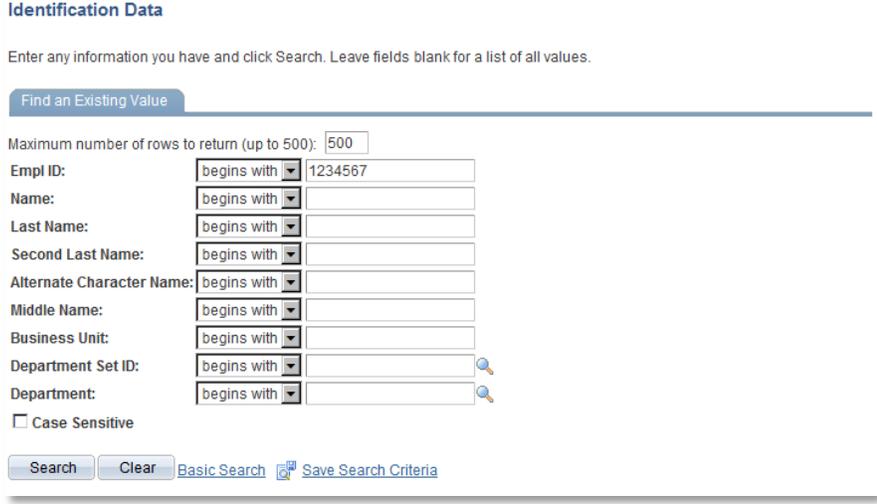
Portal Pagelet: Core HR

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**Need Help?** If you do not know what data to enter/select for a certain field or have any questions regarding Direct Access, contact PPC Customer Care:

- The web address for support is <http://www.uscg.mil/ppc/ccb/>. There is a link to Customer Care at the bottom of every page of this help file.
  - Customer Service phone number is: (866) 772-8724 (toll free) or (785) 339-2200.
  - Phone support hours are 0700-1600 (central time) Monday through Friday (and select weekends as posted on <http://www.uscg.mil/ppc/ccb/>.)
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**Procedure** The following steps will show you how to add/update Passport Information.

Step	Action
1	<p>Select the <b>Identification Data</b> link in the Core HR pagelet or by navigating to <b>Workforce Administration &gt; Personal Information &gt; Citizenship &gt; Identification Data</b> using the menu navigation</p> 
2	<p>On the Find an Existing Value page, enter the member's employee ID number in the Emplid field or their name in one of the name fields and click the Search button.</p> <p><b>Identification Data</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p> 

Step	Action																		
3	<p>Enter Passport Information for all official passports issued to the member and, if applicable, the member's dependents.</p> <p><b>Note:</b> Members' or dependents' receiving a new passport should have a new row added to enter the passport information. Do not delete or over type the old passport information. You will notice the plus (+) or minus (-) sign under the passport information (right side of the screen) in the 'Passport Information' area. Be careful, do not click the (+-) button on the citizenship row in the 'Citizenship/Passport' area</p> <table border="1" data-bbox="354 541 1409 1612"> <thead> <tr> <th data-bbox="360 550 646 592">Field</th> <th data-bbox="646 550 1403 592">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 592 646 743">Passport Number</td> <td data-bbox="646 592 1403 743">The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.</td> </tr> <tr> <td data-bbox="360 743 646 856">Issue Date</td> <td data-bbox="646 743 1403 856">Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.</td> </tr> <tr> <td data-bbox="360 856 646 1125">Expiration Date</td> <td data-bbox="646 856 1403 1125">Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport.  Note: When members' or dependents' passport information expires, do not delete the information from Direct Access.</td> </tr> <tr> <td data-bbox="360 1125 646 1205">County</td> <td data-bbox="646 1125 1403 1205">Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.</td> </tr> <tr> <td data-bbox="360 1205 646 1323">State</td> <td data-bbox="646 1205 1403 1323">State where passport was issued. Enter DC (District of Columbia). All official and diplomatic passports are processed in the District of Columbia.</td> </tr> <tr> <td data-bbox="360 1323 646 1373">City</td> <td data-bbox="646 1323 1403 1373">City where passport was issued. Enter Washington.</td> </tr> <tr> <td data-bbox="360 1373 646 1528">Authority</td> <td data-bbox="646 1373 1403 1528">Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.</td> </tr> <tr> <td data-bbox="360 1528 646 1608">Comment</td> <td data-bbox="646 1528 1403 1608">Comments. Only indicate dependent's name in the comment block.</td> </tr> </tbody> </table> <p>Note: Some active duty or reserve members and civilian employees are authorized to possess more than one official/diplomatic passport at a given time. Enter the passport information for each passport in a separate row (press the (+) button to insert a new row).</p>	Field	Description	Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.	Issue Date	Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.	Expiration Date	Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport.  Note: When members' or dependents' passport information expires, do not delete the information from Direct Access.	County	Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.	State	State where passport was issued. Enter DC (District of Columbia). All official and diplomatic passports are processed in the District of Columbia.	City	City where passport was issued. Enter Washington.	Authority	Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.	Comment	Comments. Only indicate dependent's name in the comment block.
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Comment	Comments. Only indicate dependent's name in the comment block.																		
4	<p>To add dependent passport information press the (+) button to insert a new row. Enter the passport data for the dependent and click the save button. Remember to enter the dependent's name in the "Comment" block. Repeat this step for each additional</p>																		

Step	Action
	<p>passport to be entered.</p> <p><b>Example Passport Information Completed for Member (MBR) and two dependents (DEP)</b></p> <div data-bbox="337 373 1429 1339"><p>Passport Information <span style="float: right;">Find   View 1   First   1-3 of 3   Last</span></p><p>*Passport Number: <input type="text" value="6123459009AQP"/> <span style="float: right;">+ -</span></p><p>Issue Date: <input type="text" value="01/01/2014"/> <span style="float: right;">[B]</span></p><p>Expiration Date: <input type="text" value="12/31/2016"/> <span style="float: right;">[B]</span></p><p>Country: <input type="text" value="USA"/> <span style="float: right;">United States</span></p><p>State: <input type="text" value="DC"/> <span style="float: right;">District of Columbia</span></p><p>City: <input type="text" value="Washington"/></p><p>Authority: <input type="text" value="MBR"/></p><p>Comment: <input type="text"/></p><hr/><p>*Passport Number: <input type="text" value="81234570DEP"/> <span style="float: right;">+ -</span></p><p>Issue Date: <input type="text" value="01/01/2014"/> <span style="float: right;">[B]</span></p><p>Expiration Date: <input type="text" value="12/31/2016"/> <span style="float: right;">[B]</span></p><p>Country: <input type="text" value="USA"/> <span style="float: right;">United States</span></p><p>State: <input type="text" value="DC"/> <span style="float: right;">District of Columbia</span></p><p>City: <input type="text" value="Washington"/></p><p>Authority: <input type="text" value="DEP"/></p><p>Comment: <input type="text" value="Mary Smith"/></p><hr/><p>*Passport Number: <input type="text" value="81234571DEP"/> <span style="float: right;">+ -</span></p><p>Issue Date: <input type="text" value="01/01/2014"/> <span style="float: right;">[B]</span></p><p>Expiration Date: <input type="text" value="12/31/2016"/> <span style="float: right;">[B]</span></p><p>Country: <input type="text" value="USA"/> <span style="float: right;">United States</span></p><p>State: <input type="text" value="DC"/> <span style="float: right;">District of Columbia</span></p><p>City: <input type="text" value="Washington"/></p><p>Authority: <input type="text" value="DEP"/></p><p>Comment: <input type="text" value="John Smith, Jr"/></p></div> <p> You will notice the plus (+) or minus (-) sign under the passport information (right side of the screen). <i>Be careful, do not click the (+-) button on the Citizenship row.</i></p>
5	Click the Save button. The transaction is now complete.