

**REVIEW FOR PASSPORT RELEASE
TRACKING**

NCP NAME _____ ATLAS # _____ REGION _____

DATE RECVD _____ DATE REVIEW OPENED _____

REASON FOR REVIEW: _____

RESPONDING CASE: _____ YES, NCP CALLED AND OCSE CUST SER ## GIVEN _____

REVIEW SSCR FOR OTHER OPEN CASES _____

OTHER OPEN ATLAS ## _____

NCAL REVIEW FOR ASSETS: _____ Levy referral to: _____

DATE LAST RECALC DONE: _____ Recalc requested: _____

DATE 10 DAY CREDIT NOTICE SENT: _____ REFERRAL TO SEAL: _____

CP LOCATE NEEDED: _____ CP LOCATE REQUEST: _____

DATE NCP CALLED: _____

NCP's vitals (i.e. SSN, DOB, POB & contact ##) verified & updated on NCDE: _____

COPY OF PASSPORT DENIAL
LETTER RECVD: _____

LETTER FROM EMPLOYER RCVD: _____

LAST 3 MO PAYSTUBS RECVD _____

VERIFICATION RECVD FROM DOCTOR/MEDICAL: _____

CP NOTIFIED OF PENDING RELEASE OF PASSPORT: _____

NCP OFFER: _____

APPROVED: _____ DATE: _____

PASSPORT AGREEMENT: _____ TERMS: _____

DATE SUBMITTED TO OCSE: _____ HOW: _____

PASSPORT REVIEW CLOSED: _____

FULL PAYMENT RECVD: _____ STATE AMT: _____ CP AMT: _____

INITIAL PAYMENT AMT: _____ STATE AMT: _____ CP AMT: _____

FIRST INSTALLMENT: _____ STATE AMT: _____ CP AMT: _____

SECOND INSTALLMENT: _____ STATE AMT: _____ CP AMT: _____

NOTES: