

Passport Instructions

Required Documentation

- 1) One (1) copy of Orders (with dependent endorsement as needed), **or** Letter of Intent for TAD/TDY
 - a) Request for Expedited passports, Letters of Expedite must be signed by a SES or General officer and Orders & Itinerary
- 2) Proof of Citizens Current or Expired Tourist, Official or No Fee Passport
 - a) Original State Birth Certificate (www.vitalchek.com)
 - b) Original Naturalization Certificate (as needed)

Note: HOSPITAL CERTIFICATES AND BIRTH ABSTRACTS ARE NOT ACCEPTABLE. ALL EVIDENCE OF CITIZENSHIP MUST BE FORWARDED TO THE DEPARTMENT OF STATE, AND WILL BE RETURNED WITH THE NO-FEE PASSPORT.
- 3) If name has change, the Original Marriage Certificate, or court order.
- 4) ID card (both parents and children 16 or older) and State Driver's License
- 5) Both natural parents must be present. Only natural parent can sign passport application for child(ren) **ALL CHILDREN MUST BE PRESENT**

Photo Information

- 1) Photos will be taken for "No Fee passports" at building 2009 Zeilin Rd.
Hours of operation 0800-1600. Walk-ins only.
- 2) Photos will be taken with PCS Orders or Letters of Intent
- 3) **PHOTOS MUST BE LESS THAN 4 MONTHS OLD**

Application Instructions

- 1) The website for the passport application is www.travel.state.gov. Complete one application (2 pages) for each family member. Print pages 5 & 6.
- 2) Applications must be typed online using the passport application wizard, which will create a **2D BAR CODE** on the top left application. Applications received without bar codes **will be** rejected.
- 3) Items that state not mandatory on the application need to be completed (emergency contact)

Other Instructions

- 1) If your spouse was previously married, he/she must indicate in their own handwriting a statement regarding any previous marriages. This letter must include his/her name, the name of his/her former spouse, city/state and date of marriage, city/state and date of divorce. He /she must now state that they are presently married to (name), sign and date statement. This must be done for all previous marriages regardless of the number of said marriages
- 2) All applicants 16 and older must appear in person before the passport agent with his/her ID to sign their application
- 3) When a natural parent is not available at the time of signing the application, the missing parent must use form DS 3053. This form is a notarized statement giving permission for the other parent to take the child(ren) out of the country. They must sign and date their statement as well as provide a copy of a picture ID (front and back).
- 4) If more assistance is needed and **to schedule your appointment** please contact the base passport agent at: 703-784-1488
- 5) Timing is very important. Do not wait for port call date. **"No Fee" passports are not expedited for family members.**