

INFORMATION TO APPLY FOR NO-FEE PASSPORTS

BY APPOINTMENT ONLY 0800-1300 MONDAY TUESDAY THURSDAY & 1300 WEDNESDAY. BLDG 470 ROOM 1222

PLEASE CALL TO RESCHEDULE YOUR APP IF YOU WILL BE OVER 10 MINUTES LATE

(573) 596-6974/0502 ~MS SLIDER~MS TORAN~MR PEREZ~

REQUIRMENTS:

DD FORM 1056 (Authorization for No-Fee Passport)

DS-11 OR DS-82

DS-11 or DS-82 (US State Department Passport Application) <https://pptform.state.gov/>

Individual must complete the application online and print out pages 5 and 6. When it asks about your most recent passport if you have never received an official Military Passport, click "none"; If you have a tourist passport and would like to use that as Identification click "yes". (you will have to submit that Passport and you will get it back when the official Passport comes in) When you come to the fee summary, select Passport book and click next. There is no fee if you are applying at a military installation. If you submit a DS-82, you must submit the passport that you list on the DS-82. A **BARCODE** will be generated in the upper left hand corner if completed correctly. When printing application DO NOT print on both sides of the paper.

Pictures must be taken in presentable clothing. No halter tops, spaghetti straps, or low cut tops, etc. Face piercings and gauges are not acceptable. All family members applying for a Passport must be present at the time of the appointment.

Please be advised that your Passport could be denied due to background checks or missing information

1. **DO NOT SIGN APPLICATION:** (Must be signed in the presence of a Passport Agent)
2. **Both parents must be present to sign application for children 15 and under**
3. **Statement of consent by absent parent must be notarized (DS-3053)** need copy of absent parent ID front and back.
4. **Official Marriage Certificate**
5. **Identification:** Valid State or Federally issued identification required. Sponsor ID Card front and back also needed.
6. **Proof of Citizenship:**
Original or Certified Birth Certificate with the raised seal (**No hospital Certificates, Xerox copies, Abstracts of Birth or Notary copies.**)
Form FS-240 (Report of Birth Abroad)
Form DS-1350 or FS-545 (Certificate of Birth issued by the Department of State)
If you plan to use your Tourist Passport as identification you need to answer yes when filling out the application when it asks if you have ever applied for a Passport
7. Old passport (can be tourist or no-fee; not more than 15 years from the issue date) **Not acceptable for children under 16**
8. Certificate of Citizenship issued by Immigration & Naturalization

(If any of the above are unavailable please contact the Passport Agent)

If you are an adopted citizen, please contact the Passport Agent for requirements

Foreign Passports require SOFA Stamp or Visa (see agent)

Passports generally take 6-8 weeks, but can take longer. When a Visa is required, it can take an additional 4 weeks or longer.

All original documents must be sent to Washington, DC with the application. We will return them when we get them back.

PASSPORT PICTURES WILL BE TAKEN HERE. (If military, please have a Civilian shirt as you can not be in uniform

WE DO NOT PROCESS OR TAKE PICTURES FOR TOURIST PASSPORTS.

<http://www.cdc.gov/nchs/w2w.htm> To Request Certificate of Birth, Marriage, Death or Divorce

You may come by our office in advance to have an agent go thru your packet with you to insure your packet is correct and complete.

IF YOU ARE MISSING DOCUMENTS OR YOUR PAPERWORK IS INCORRECT AT THE TIME OF YOUR APPOINTMENT YOU WILL BE REQUIRED TO SCHEDULE ANOTHER APPOINTMENT

TO APPLY FOR AN OFFICIAL NO FEE PASSPORT

1. Passport application

Complete the passport application or renewal online at <https://pptform.state.gov>
 Note: Applications must be completed online to insure the 2D barcode appears on the bottom right hand corner and upper left hand corner

APPLICANT INFORMATION

Attention: see WARNING on page 2 of this form.

Please select the document (or documents) you wish to apply for:

U.S. Passport Book U.S. Passport Card

The U.S. passport card may only be used for international travel to Canada, Mexico, the Caribbean and Bermuda. Please see the instructions on the back of the card.

1. Name: Last: **DOE**
 First & Middle: **JOHN SMITH**

3. Sex: M F

4. Place of Birth (City & State or Country): **WASHINGTON, DC**

6. Mailing Address: Street/RFD # or P.O. Box: **2005 MASSACHUSETTS AVE NW**

2. Proof of U.S. Citizenship

Provide evidence of U.S. Citizenship; your documents will be returned to you with the new passport.

Example:

Original state-issued birth certificate
 Previous passport, issued no less than 15 years ago
 Certificate of naturalization
 Note: Copies of the above documents, even if notarized will not be accepted.



3. DD Form 1056

Authorization for No-Fee Passport
 This will be completed by the Orders section once all preliminary PCS checks have been completed

DD FORM 1056, 1 FEB 82 (REV 10-97)

1. AUTHORITY FOR NO-FEE PASSPORT: AUTHORITY FOR NO-FEE PASSPORT AUTHORITY FOR NO-FEE PASSPORT

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4. Orders

Provide orders that list a date and a destination country which requires and official passport and / or Visa.

Note: Command Sponsorship must be approved and verified to receive an official No-Fee Passport

5. Military ID Card

We will need to make a copy of the Sponsors Military Issued ID Card. We also require a Valid Federal issued ID card for each individual who has one.



6. Appointment

Schedule an appointment at (573) 596-0502 or (573)596-6974

You may come to the office in advance to have an agent go thru your packet with you.

If, at the time of your actual appointment you have any missing items or incorrect items you will be required to make a new appointment

Please be advised, As Per Military Regulation DOD 1000.21-R C4.4.3.1.2. Ensure DoD personnel understand that if the family member passports are not received before the port call date, Military personnel must depart as scheduled.