

OFFICIAL PASSPORT

YOU WILL NEED THE FOLLOWING TO PROCESS YOUR REQUEST:

**TWO COPIES OF PCS/TDY ORDERS OR WEB ORDERS
TO A COUNTRY THAT REQUIRES A PASSPORT OR LETTER OF EXCEPTION SIGNED BY INSTALLATION COMMANDER
WHICH STATES THE REASON ORDERS CANNOT BE OBTAINED (I.E. VERBAL ORDERS ETC.)**

PROOF OF CITIZENSHIP: One of the following:

- a. **CERTIFIED ORIGINAL BIRTH CERTIFICATE** (Must have)
 - Name of Child
 - Date of Birth
 - Place of Birth
 - Date the certificate was filed in the registrar's office
 - Signature of registrar & authorized seal of registrar's office
(raised, embossed, impressed or multi-colored)
- b. Previous US Passport
- c. Original US Naturalization Certificate

**TWO PHOTOS (PHOTOS CAN BE TAKEN AT COMBAT CAMERA; PHOTOS MUST BE TAKEN IN CIVILIAN
COLLARED SHIRT).**

PROOF OF IDENTITY

- a. Driver's license
- b. Previous US Passport
- c. Military/government ID Card

PASSPORT APPLICATION: DS-11 OR RENEWAL DS-82

Application can be found on web at: <http://pptform2.state.gov/DS11/MainDS11.aspx> (**DO NOT USE BACK SPACE OR BACK ARROW/MOUSE PLACEMENT ONLY**), OR <https://pptform.state.gov/> FOR SPECIFIC INFORMATION PRINT PAGES 5-6 ONLY COMPLETED DS-11 OR DS-82 (MUST ALSO HAVE BAR CODES ON APPLICATION) (**DO NOT SIGN**)

DD FORM 1056:

1056 FOR SERVICE MEMBERS TO BE COMPLETED
BY THE UNIT (DEPENDENTS WILL BE DONE BY
PASSPORT AGENT) **FORM MUST BE SIGNED IN BLUE INK.**

- IF CHILDREN ARE UNDER THE AGE OF 14 BOTH PARENTS NEED TO BE PRESENT. PICK UP ADDITIONAL INFORMATIONAL SHEET.
- 60-90 DAYS PRIOR TO ANTICIPATED DEPARTURE DATE (SUMMER DEPARTURES MAY NEED ADDITIONAL PROCESSING TIME), CALL FOR APPOINTMENT.

466-4044

PASSENGER TRANSPORTATION