

DESTINATION

COUNTRY TO BE VISITED

FOREIGN CLEARANCE GUIDE

MUST MEET COUNTRY
REQUIREMENTS

* Member must make sure that country traveling to needs an Official passport; requirements a U.S. Official No-Fee Passport for entry or exit (visit the Pentagon website at <https://www.fcg.pentagon.mil/fcg.cfm>. for specific entry and exit requirements of the country/ countries you will be traveling to.

PASSPORTS

APPOINTMENTS ONLY



**MCAS CHERRY POINT
DISTRIBUTION MANAGEMENT
OFFICE
BLDG 298, E STREET
MCAS CHERRY POINT, NC 28533
252-466-7405**

NO-FEE
(MILITARY DEPENDENT)
PASSPORT

OFFICIAL PASSPORT

PASSPORT APPLICATION INSTRUCTIONS

TWO PASSPORT PICTURES

PROOF OF CITIZENSHIP:

- U.S. Passport (Tourist, Official, or Diplomatic)
- ORIGINAL Birth Certificate issued by your county or state
- ORIGINAL Naturalization Certificate issued by Immigration Services

PROOF OF IDENTIFICATION:

- Military Dependent ID
- CAC CARD
- Children need both parents ID

PROOF OF TRAVEL:

- IPAC Passport Endorsement orders

PASSPORT APPLICATION(FORM FILLER WITH **BARCODE ONLY**)

- Apply using the DS-11, if you do not have a passport (if using birth certificate or naturalization paper)
- Apply using the DS-82, if you currently have a U.S. Passport
- **NO HANDWRITTEN APPLICATIONS; DO NOT SIGN PRIOR TO APPOINTMENT**

- **All parties must be present for passport appointment.**

TWO PASSPORT PICTURES

PROOF OF CITIZENSHIP:

- U.S. Passport (Tourist or Official)
- ORIGINAL Birth Certificate issued by your county or state .
- **ALSO provide a copy of original birth cert.**
- ORIGINAL Naturalization Certificate issued by Immigration Services

PROOF OF IDENTIFICATION:

- CAC CARD
- **COPY of CAC (front & back)**

PROOF OF TRAVEL:

- Deployment orders

DD FORM 1056, (**MILITARY DEPLOYING**) APPLICATION FOR A NO-FEE PASSPORT:

- Completed by Command/Unit
- BLOCK 16F (Signature) **MUST** be signed.

PASSPORT APPLICATION(FORM FILLER WITH **BARCODE ONLY**)

- Apply using the DS-11, if you do not have a passport (if using birth certificate, naturalization paper, or tourist passport)
- Apply using the DS-82, if you currently have an official or diplomatic passport
- **NO HANDWRITTEN APPLICATIONS; DO NOT SIGN PRIOR TO APPOINTMENT**

* Member must make sure that country traveling to needs an Official passport; requirements a U.S. Official No-Fee Passport for entry or exit (visit the Pentagon website at <https://www.fcg.pentagon.mil/fcg.cfm>).

Go to www.travel.state.gov to fill the application on-line. Select the blue **PASSPORT** tab.

- From the tabs in the left, scroll to **Applications and Forms**, and click on the **DS-11/DS-82** tab.
 - Click on the **Passport Application Wizard** link to fill the form on-line.
 - On the **Apply for a Passport Book** click on the **Continue** tab.
 - Fill all your information;
 - Click **Next** tab.
 - **Passport Application Review.**
 - Review all data to ensure it's correct, **Edit** any incorrect data.
 - Click **Next** tab.
 - **Summary of Fares.** (Do not apply, just click **Submit** tab to go to next page.) **YOU WILL NOT ACTUALLY PAY THE FEE.**
 - Scroll down and check the box that says **I have read and acknowledge the steps contained above.**
 - Click **Create Form** tab.
 - Click **Open** tab, to open the form in adobe.
- Print one copy (page 5&6) of the **DS-11/DS-82** form.