

DESTINATION

COUNTRY TO BE VISITED

FOREIGN CLEARANCE GUIDE

MUST MEET COUNTRY
REQUIREMENTS

<https://www.fcg.pentagon.mil/fcg.cfm>

- Member must make sure that country traveling to requires an Official passport
- Requirements for a U.S. Official No-Fee Passport for entry or exit
- VISA requirements
- Additional Travel Requirement and Restrictions

VISA & TRAVEL

INFORMATION

DoD PASSPORT MATTERS

MUST MEET COUNTRY
REQUIREMENTS

<https://www.passportmatters.army.mil/>

- VISA Application and instructions
- Special Travel requirements or restrictions
- Important Travel notices

PASSPORTS

APPOINTMENTS ONLY



**MCAS CHERRY POINT
DISTRIBUTION MANAGEMENT
OFFICE
BLDG 6049 LENIOR OAD
MCAS CHERRY POINT, NC 28533
252-466-7405**

PASSPORT APPLICATION

INSTRUCTIONS

Go to www.travel.state.gov to fill-out the application on-line.

- Select the “**US PASSPORT**” tab on top of page.
- Click tab “**I need a passport**” if you have never had any type of passport. This the DS-11
- Click tab “**Already have a passport**” if you have any type of passport. This the DS-82
- Select “**Apply in person**” and scroll down to “**How to Apply**”
- Hit the “**+**” on upper right hand side of gray shaded area of “**Fill out Form DS-11/DS-82**” to open up the drop down screen.
- You must use “**FORM FILLER**” method.
- Check the Privacy box, hit “**SUBMIT**”
- Only need to complete boxes with **red asterisk (*)**
- In “**Complete Online and Print**” box, hit “**SUBMIT**”
- “**Passport Application Review**” Click “**Next**”
- “**Passport Products and Fees**”. Select first radio button and click “**SUBMIT**”
YOU WILL NOT ACTUALLY PAY THE FEE.
- Scroll down and check the box that states “**I have read and acknowledge the steps contained above.**”
- Click “**Create Form**”
- Click “**Open,**” to open the form in adobe.
- Print a single sided copy of application form. You will only need (1) copy of pages 5 and 6.

**** NO HANDWRITTEN APPLICATIONS ****
**** DO NOT SIGN YOUR APPLICATION ****

OFFICIAL PASSPORT

(Active Duty or DOD Civilian)

ONE PASSPORT PICTURE

PROOF OF CITIZENSHIP: (Copy of front & back of document is also required)

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

PROOF OF IDENTIFICATION:

- CAC & COPY (front & back)

PROOF OF TRAVEL:

- PCS orders, DD1610 TAD with travel itinerary, or approved DET memo

PASSPORT APPLICATION:

- See instructions on other page.

ADDITIONAL DOCUMENTS that may be needed:

- If name is different than what is on birth certificate or current passport, provide original name change documentation (adoption papers; marriage certificate, etc.)
- DS-64—(Lost /Stolen Passport) If you have had an Official Passport but do not have in your possession

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NO-FEE PASSPORT (DEPENDENT)

All dependents must be present for passport appointment.

ONE PASSPORT PICTURE

PROOF OF CITIZENSHIP: (Copy of front & back of document is also required)

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

PROOF OF IDENTIFICATION: (Copy of front & back ID is also required)

- Military Dependent ID
- CAC of sponsor
- Children need both parents ID (additional form required if there is a non-custodial parent)

PROOF OF TRAVEL:

- Copy of Sponsor’s Official Orders

PASSPORT APPLICATION

See instructions on other page.

ADDITIONAL DOCUMENTS that may be needed:

- DS-3053—Consent of Non-custodial Parent
- If name is different than what is on birth certificate or current passport, provide original name change documentation (adoption papers; marriage certificate, etc.)

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