

Passports

Official/No Fee Passport Application Procedures

Passport applications are accepted Monday through Friday, 0730-1600 at Bldg 298. Applicants should call for an appointment at (252) 466-4044. Walk-ins are accepted; however, it is recommended that you call ahead to check on the availability of the Passport Agent.

Turn around time for passports is 4-6 weeks. Recommend you apply as soon as possible.

You will need the following documents with you when you apply for a passport:

- Passport application DS-11 (Also available at the TMO Office)
- Application for Official/ No Fee Passport and/or Visa (DD Form 1056). Form must be typed and signed by the Commanding Officer or By direction.
- Proof of Citizenship: (Only one is required)
 - o Original Birth Certificate. (Must have embossed/raised seal, signature of registrar, file number and file date. No copies or hospital certificates may be used.)
 - o Previous passport.
 - o Original naturalization certificate for naturalized citizens.

****Passport applications cannot be accepted without one of the above****

Two passport photos and any additional photos that may be required for Visas (usually one photo for each Visa is required.) Photos can be taken free of charge at TAVSC, Base Photo Lab, and Bldg 2238. Call (760)725-6181 for an appointment. Photos can also be taken out in town for a fee.

Copy of PCS or TAD orders.

If under four weeks, an expedite letter is required. (ask for sample letter)

All applicants 13 years of age or older must appear in person with identification.

Public Law 106-113 requires that both parents and legal guardians appear in person before a passport acceptance agent and both must, under oath, sign the passport application for a child under the age of 14. There will, however, be circumstances when only one parent or no parent is available to apply for the child.

Following are guidelines for each case:

BOTH PARENTS ARE AVAILABLE TO APPLY

When both parents or legal guardian(s) are available and able to appear in person to apply for the passport for the minor, they must be able to establish three things:

Their own identity. Parents or legal guardian must present one of the following:

- Valid Military ID Card
 - Valid Driver's License
 - Valid US or foreign passport with recognizable photo
 - Naturalization Certificate or Certificate of Citizenship
 - Alien Registration Card issued by the Immigration and Naturalization Service
- Their relationship to the child. The document submitted must show the names of the parents.
- Certified US Birth Record
 - Certified Foreign Birth Record
 - FS-240 Report of Birth Abroad
 - DS-1350 Certification of Birth Abroad
 - Adoption decree (must show adoptive parent's names)

The child's US citizenship. One of the following documents must be submitted for the child.

- Certified US Birth Record
- FS-240 Report of Birth
- DS-1350 Certification of Birth Abroad
- Naturalization Certificate
- Previous US Passport

ONLY ONE PARENT IS AVAILABLE TO APPLY

The parent who appears in person must submit documentation to explain the absence of the other parent. One parent may sign the application if he/she can provide one of the following.

- Death Certificate of the other parent
- A non-notarized, signed statement from the absent parent consenting to the issuance of a passport for the minor
- The child's certified Birth Record (US or foreign) which lists only the name of the parent making the application for the minor
- The child's "Report of Birth Abroad" or "Certification of Birth Abroad" which lists only the name of the

parent applying for the passport

- A court order granting sole custody to the parent who is making the application and which does not contain restrictions on the minor's travel
- An adoption decree which lists the name of only the parent making the application.
- A judicial declaration of incompetence of the absent parent
- A copy of the commitment order or other comparable document for the incarcerated parent

If none of the above documentation is available, the parent who is applying for the passport must submit a non-notarized signed statement explaining why he/she cannot obtain the consent of the absent parent.

NO PARENT IS AVAILABLE TO APPLY

When there is no parent or guardian available to submit the application for the minor, then the person who applies for the child must appear in person with a NOTARIZED written statement or affidavit from either parents or custodial parent(s) authorizing him/her to apply for the passport of the minor. When the statement or affidavit is only from one parent, then evidence of sole custody must also be submitted.

SIGNING THE APPLICATION

When both parents (or both legal guardians) submit the application for the minor, the parents or guardians both must sign the application on the line in Item 21 of the DSP-11 which is marked "Applicant's Signature – Age 13 or older". Until revised application forms are available, please follow this procedure