

OFFICIAL/NO-FEE PASSPORT INFORMATION SHEET

TOURIST PASSPORTS ARE DONE AT THE DMV

1. U.S. PASSPORT APPLICATION FORM: Complete on-line at <http://travel.state.gov/>

Handwritten forms will NOT be accepted. DO NOT sign the form until in front of the agent

- Use this website to apply for all Diplomatic, Official, No-Fee passports
- Click on “Apply for a Passport Book” “Continue Button” (the one in the darkest blue box) and answer all of the wizard questions.
- DO NOT check you are applying for a passport card; this type of application is not processed through our office
- If you have a current U.S. **Tourist** Passport, select NONE for type of passport you currently have
- A fee will appear at the end of the application, accept the fee and select Submit (you will not be charged)
- Check “I have read and acknowledge the steps contained above.”
- Directly below the box click “Create Form” Review application, then print (**Print form on SINGLE-SIDED PAPER, double-sided will not be accepted**)
- Ensure there is a 2-D bar code in the upper left hand corner of the application. Applications can’t be processed without barcode.

2. ITEMS REQUIRED TO APPLY FOR A PASSPORT:

A.) FORMS/DOCUMENTS REQUIRED (as needed):

- DS-11 “*Application for US Passport*” required if applying for an Official passport for the first time or anyone 15 years of age or younger renewing their current Official passport
- DS-82 “*Application for US Passport*” required if renewing an Official passport (passport had to be issued after the age of 16)
- Military members require a justification letter/unit authorization letter signed by their squadron commander or deployment tasking letter
- Copy of ID card both Front & Back. One copy per applicant
 - 1.) If applicant is under 15, copies of both parents ID card are required in lieu of child’s ID card

B.) PICTURES: 2 recent passport photos. Photos must have been taken within the last 6 months and not used in a previous passport.

C.) PROOF OF CITIZENSHIP:

- **CHILDREN (15 AND YOUNGER)** – Original or Certified Copy of Birth Certificate.
BOTH PARENTS MUST BE PRESENT or provide a notarized DS-3053 “*Statement Of Consent Or Special Circumstances: Issuance Of A Passport To A Minor Under Age 16*”
- **ADULTS** – Passport (Current or Expired); Original or Certified Copy of Birth Certificate; Original Naturalization Certificate or Citizenship Certificate
- For name changes – Marriage Certificate, Divorce Decree or official court documents are required
- *If previous passport was obtained as a minor, applicant must provide Birth Certificate*

All documents will be mailed with your passport application and will be returned with your passport once processed, which normally takes 4-6 weeks.

PASSPORTS WILL BE PROCESSED DURING THE MONTHLY MASS PROCESSING BRIEFINGS. TIME, DATE, AND LOCATION OF BRIEFINGS WILL BE SENT OUT WHEN DETERMINED.

POC: SSgt Jessica Clemente, Email Jessica.clemente@andersen.af.mil Phone: (671) 366-3689

Current as of: SEPTEMBER 2010