**Passport Appointment Checklist**

**Passport Application Form**

* Passport application (DS-11) initial official passport request or Passport application (DS-82) for renewing an official passport. (Under certain circumstances the online application may print a DS-11.)
	+ Must be completed online then printed out-hand written applications will not be accepted

**Passport Photo**

* Bring one passport photo
	+ Click [here](https://travel.state.gov/content/passports/en/passports/photos/photos.html) for requirements of an acceptable passport photo.
	+ Official Passport photos can be taken for free in Fort Bliss By appointment only (No walk-ins accepted) on Tuesdays at the Visual Information (VI) Center located at Building 2021, Meiggs Road. Please copy and paste <https://vios-west.army.mil/>. Must log in with CAC card.
	+ Passport photos with a fee can also be taken outside Fort Bliss at any passport photo business.
	+ **Passport photos can only be used once and not used from previous passports.**

**ID Cards**

* Bring valid military ID and driver’s license
	+ Applicants under the age of 16 will need proof of parents ID cards.
	+ **Bring photo copy of front and back of military ID card and driver’s license (if applicable). Cannot be double sided must be single sided for scanning purposes.**

**Social Security card**

* Bring social security cards (to verify SSN for each applicant). If not available bring proof of social security number for applicant (i.e. tax return).

**Proof of Citizenship**

* Bring **ORIGINAL** proof of citizenship.
	+ Please view the PDF “Proof of Citizenship” attached in this website for further instructions for what can be used as proof of citizenship.
* Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you’re submitting.
	+ Photocopies must be:

Legible

On white 8.5”x11” standard paper

Black and white

Single-sided

**Orders**

* Service Members/DA Civilian traveling for Official Gov’t business will require a copy of their Travel orders. If orders are not available then an approved memo the State Department- Directorate of Executive Travel (703) 545-0003/0004 or usarmy.pentagon.hqda.mbx.lsw-passport-visa-customer-service@mail.mil) will be required.
* Family members going on PCS orders, Permanent Change of Station order with approved family member travel or Approved family travel message is required at the appointment.

**Other Required ORIGINAL Documents (If applicable)**

* Adoption court orders
* Child custody court orders
* Marriage license
* Divorce decree
* Name change court order
* DS 3053 Consent Form for Minor (15 years old and younger) is required when biological parent cannot be present to sign application in form of passport agent, provided both parents share custody. Click here for the form: [DS 3053](https://travel.state.gov/content/passports/en/passports/forms.html).

**Expedite Requests (Service members only-not for dependents)**.