

# FORT HUACHUCA PASSPORT OFFICE

## **No Walk-in Customers**

\*\*\*\*BY APPOINTMENT ONLY\*\*\*\*

**LOCATION:** 2385 Hatfield St., BLDG 51101, RM 58 - Phone: 520-533-3905  
[usarmy.huachuca.id-training.mbx.passports@army.mil](mailto:usarmy.huachuca.id-training.mbx.passports@army.mil)

**APPOINTMENT DAYS & HOURS:** Tuesdays, Wednesdays, and Fridays  
0700-1100 a.m. and 1300-1500 p.m.

### REQUIRED DOCUMENTS:

#### 1. DS-11 (NEW PASSPORT) or DS-82 (PREVIOUS PASSPORT) – [www.travel.state.gov](http://www.travel.state.gov)

- Click on "Prepare to Apply" block, then click on "Fill Out Your Form and Print It". Then scroll down.

- For **DS-11**, under #1 click the "Form Filler" tab. Complete the form this way and print one-sided.

- For **DS-82**, under #2 click the "Form Filler" tab. Complete the form this way and print one-sided.

**DO NOT USE THE PDF VERSION, USE THE FORM FILLER VERSION, THE FORM FILLER VERSION WILL CONTAIN THE BARCODE, WHICH IS REQUIRED BY THE DEPARTMENT OF STATE.**

**We cannot submit handwritten applications. Application must be printed one-sided. DO NOT SIGN until in front of Agent**

#### 2. PASSPORT PHOTOS REQUIREMENTS:

- 2 photos are required for Passport processing. These can be taken at Walgreens, CVS, UPS, Walmart, or Staples. **(Must be within 6 months).** Please note that you may be require more with for visa applications, if needed.

**"Photos must not contain any form, type or piece of uniform resemblance. Applicants must have civilian attire and must be of appropriate taste. Photos cannot have uniform tees of any type. Do not remove the outer uniform item and display a uniform tee this is not authorized."**

#### 3. REQUIRED FORMS FOR OFFICIAL TREAVEL:

- PCS, TCS, or TDY ORDERS, Email Acceptance of Employment. Commissioned Officer or Warrant Officer RFOS can be used **ONLY** for Soldiers who are PCSing to an embassy or Chief of Mission (they cannot be used for family members that may be PCSing with the Soldier, regardless of where the Soldier is being pcs'ed to). **DD Form 1610 (completely approved) or 1614 must have all pages printed out to include the signature authorization page (how to print this can be provided upon request).**

#### 4. PROOF OF CITIZENSHIP:

- **APPLICANTS OVER THE AGE OF 16:** A previous U.S. passport or an original birth certificate from the birth state NOT hospital certificate. A Naturalization Certificate is also acceptable. **Abstract birth certificates are not acceptable.**

\*\*\*If you do not have a birth certificate, you may order one through [www.vitalchek.com](http://www.vitalchek.com) or ask Passport Agent for Vital Records telephone number for your state of birth.\*\*\*

- **APPLICANTS UNDER THE AGE OF 16:** *Both biological parents / guardians must be present to sign.* Speak with the passport agent if both parents cannot be present to sign. A notarized DS-3053 **(ORIGINAL)** must be completed by the absent parent and **copy of front and back of absent parent ID used to identify person must accompany form.**

**NOTE:** The DS-3053 can also be downloaded at [www.travel.state.gov](http://www.travel.state.gov) . Click on "Prepare to Apply" block, then scroll down to "Forms for Special Situations" got to #2 and click the PDF. Follow the instructions to fill out the form.

**\*\*\*If submitting Passport as proof of citizenship for children, a copy of birth certificate must be submitted to show parental ship.\*\*\***

**- STEP-CHILDREN / ADOPTED CHILDREN:**

- a. Original or certified copy of court document is required showing legal custody order
- b. DEERS verification is required (ID Card Section)

**5. PROOF IF IDENTIFICATION (ID CARDS):**

- CAC, Driver's License, or Dependent Military ID. **NOTE:** If your state issued ID card has the statement "CANNOT BE USED FOR FEDERAL IDENTIFICATION" we cannot accept it.

**6. OTHER SUPPORTING DOCUMENTS** (Applicant MUST provide needed)

- Original or certified copy of court documents showing any legal name changes, custody issues, adoptions, SSN etc.

**\*\*\*\*NORMAL PROCESSING IS TIME: 6 – 8 WEEKS, EXPECT DELAYS PARTICULARLY DURING TO HIGH TRAVEL SEASON AND MAJOR HOLIDAYS\*\*\*\***

**7. EXPEDITE Process:**

- If you are leaving within the next 30 days from date of application, you will need an Expedite Letter. All Expedite letters must be signed by an **O-7/SES**.
- The only other exception is when an O-7/SES is not available to sign, the signature authority will then go to an O-6 or the installation commander with a justification as to why it wasn't signed by an O-7/SES in the body of the memo. **This Installation has the O-7/SES available for those that qualify.**

**NOTE:** Expedite memos cannot be done for dependents. Expedite memos do not take the place of official orders.

**\*\*\*\*PROCESSING TIME FOR PASSPORTS WITH EXPEDITE MEMOS: 2 – 4 WEEKS\*\*\*\***