

NO-FEE/OFFICAL/DIPLOMATIC PASSPORT: INITIAL AND RENEWAL CHECKLIST

APPLICANT'S NAME: _____ DOB: _____ APPLICANT'S AGE: _____
LAST FIRST FULL MIDDLE

SPONSOR'S NAME: _____ UNIT/AGENCY: _____ SPONSOR'S GRADE: _____ (Format: E-1 / O-5 / GS-9)
LAST FIRST FULL MIDDLE

PHONE: _____ GVT EMAIL ADDRESS: _____

REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

CURRENT PROCESSING TIME: 6-8 WEEKS

- Passport Application: **COMPLETE, TYPE and PRINT FORM** DS-11 or DS-82 passport application at <https://pptform.state.gov>. Do not download PDF version of the Form, use **FORM FILLER** instead. Make sure there is a barcode on the top left corner after you print out.
 - ** ATTENTION FOR DoD LOCAL HIRES - Generally, locally hired US citizens use their Regular fee(blue tourist) Passports when performing official USG travel.**
 - ** LOCAL HIRES = Personal not hires from state site location.**
- Applicant presence.
- Parental/Legal Guardian requirement for applicants 17 and younger: *Applicants 15 and younger require both legal guardian's to be present. One legal guardian is required for 16 and 17 year old applicants.*
- Original Birth Certificate, Naturalization Certificate, or Certificate of Citizenship and marriage certificate. (Required for initial passport applications or applicants 15 years of age or younger.)
- All passports regardless of the type, i.e., No-Fee, Official, Tourist passports, and Passport Card
- Government ID Card
- Changing Name: Provide original or certified copy of marriage certificate, divorce decree, or other original certified court order.
- Passport Photo: Must be two 2x2, and less than 6 months of application date. Military, Appropriated Fund DOD civilians and their family members can use the VIOS photo lab on Camp Humphreys, Building T-2106. Phone : 315-755-2868. Contractor and NAF employees must provide photo at own cost.
 - *NO GLASSES in your new U.S Passport Photo as of 01 November 2016**
 - *NO DUTY UNIFORM.**
- Military: PCS orders that specifically state a country that requires an official passport per the Foreign clearance Guide or fully executed individual TDY orders (DD Form 1610).
- Civilian PCS orders (DD Form 1614) and Letter of Employment.

CAMP HUMPHREYS PASSPORT AND VISA OFFICE

Make an appointment

<https://passportoffice.setmore.com/>

