



# JBLM Special Issuance Passport



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Passport & Visa Services  
U.S. Army Installation Management Command

24 Aug 2023

**Address:**

Waller Hall 2140 Liggett Ave  
JBLM, WA 98433

**Phone:**

253-967-2269

**Hours:**

M-F 0900-1530

(closed daily 1200-1300);  
limited services on DONSA's  
and CLOSED Federal Holidays.

**Appointments:**

<https://jblmpassports.timetap.com>

**Email:** [usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil](mailto:usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil)



# Link to Passport Application



<https://pptform.state.gov>

**ALL APPLICANTS MUST  
APPEAR IN PERSON**

# REQUIRED DOCUMENTS

## 1. PASSPORT APPLICATION:

▪**DS-11:** Initial passport information application for each applicant **MUST BE COMPLETELY TYPED ONLINE** – NO EXCEPTIONS!

Please PRINT ONLY PAGES 5-6 and must have a 2D barcode on the top left corner. **DO NOT SIGN THE APPLICATION!** All applicants under the age of 16 must apply using a DS-11 with the submission of an Original birth certificate even if they already have a previous passport.

▪**DS-82:** Renewal passport application (not applicable for children 15 & under or if your passport was issued before your 16<sup>th</sup> birthday). **Application MUST BE COMPLETELY TYPED ONLINE.** If you have been issued any type of passport previously, **PLEASE BRING THE PASSPORT(s) WITH YOU.** Please PRINT ONLY PAGES 5-6 and must have a 2D barcode on the top left corner. **DO NOT SIGN THE APPLICATION!**

## 2. IDENTIFICATION:

▪Must have Sponsors CAC & Military DoD ID for dependents (16 & older) + 1 clear photocopy of each (front & back) for all IDs

## 3. PROVIDE “1” PROOF OF U.S. CITIZENSHIP:

▪**ORIGINAL** “**STATE ISSUED**” Birth Certificate (Hospital issued, Souvenirs, Memorabilia's **NOT ACCEPTABLE**) or Birth Aboard cert and 1-copy

▪**ORIGINAL** Passport, Naturalization Certification or Certification of Citizenship and 1-copy

▪**ATTENTION!!** TEXAS & CALIFORNIA Birth Certificates that have the word “**Abstract**” or do not have the Institution of Birth (Hospital) listed are **not** acceptable.



# REQUIRED DOCUMENTS

## 4. ORDERS:

- **Approved Command Sponsorship/Concurrent Travel:** Initial PCS orders and any amendments to include Family Travel orders **(with dependent names listed)** and approved current travel authorized.
- **Individual service member or DOD Civilian:** Funded Orders (PCS/TDY (1610)/TCS Orders or Memo In Lieu of Orders (MILO); DOD Civilian – Orders/DD Form 1614/1616 (Let us know if any of these travel orders cannot be obtained right away).

## 5. ADDITIONAL DOCUMENTATION (IF APPLICABLE):

- **If your name has changed:** Provide Marriage Certificate, Divorce Decree, adoption paperwork, Legal Name Change documents (Court Order) etc.... **\*Provide ORIGINALS** of these documents and 1-copy of each

## 6. MINORS UNDER 16:

- **BOTH PARENTS MUST BE PRESENT!** If one parent is not present with the child(ren) at the time of the appointment, an original notarized form DS-3053 from the absent parent consenting the passport issuance for the child is required and must include a photocopy of the absent parent's valid photo ID (back & front) that was used for authentication. (See example of DS-3053 attached) **\*\*\*Please be advised that DS-3053s EXPIRE AFTER 90 DAYS of notary signature\*\*\***

## 7. PREVIOUSLY ISSUED, LOST/STOLEN PASSPORT:

- If you were previously issued a passport or it was lost/stolen, please complete a DS-64 so that passport can be cancelled before we can apply for a new passport. (See example of DS-64 attached)

## 8. NON-U.S. CITIZENS: Call 253.967.2269 for information



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# MOST COMMON MISTAKES

- **. TYPED APPLICATION!** It is a **REQUIREMENT** for **ALL** applications to be “**TYPED**” using the wizard link provided as that link will generate a barcode. DO NOT GOOGLE an application. Applications cannot be “edited” whatsoever. Even if you edit it via PDF (or any other application) and it looks different, the barcode (when scanned) will only pull the original information that was originally entered.
- **2. MISSING DOCUMENTS:** (Showing up to appointments regardless of missing documents): We service the military community, but we operate under the Department of the State (DoS) policies/regulations. No DA Form 4187, PoA, Memo from CMD, ETP (etc) is acceptable for any case. We absolutely have to have ORIGINAL documents in order to submit your passport application to the Department of State for processing. If you do not have the ORIGINAL birth certificate, birth abroad, marriage certificate, other required documents, then you must request it from the original source before you can be seen for an appointment. Absolutely **no colored copy will suffice**. If you applied for a Tourist passport, a lot of times they do not send your original documents back with the passport and may come in later. There is nothing we can do about this as our passport applications does not go through the Tourist processing center. You would either have to obtain a new original or wait for the original that was previously submitted to arrive. Again, we service our military community, but we strictly operate under DoS rules and each applicant must meet the minimum requirement.
- **3. NICKNAMES** are listed in the “known by other names” section. Unless there is LEGAL DOCUMENTATION to a name change, please DO NOT list NICKNAMES. Any names listed in this section requires “ORIGINAL” LEGAL DOCUMENTATION for proof.
- **4. Names are not provided as stated on proof of citizenship:**
  - Names are misspelled, middle names or full names are not provided. Yes, the online application does not have an asterisk on middle name, but it is required if you have a middle name. Please do not forget this! If you have a long name, you will type as much characters as allowed.
  - If your middle name is “David” but your birth certificate/passport states only “D,” your middle name needs to be stated as “D” (to match your proof of citizenship).
  - If your name has a dash on your birth certificate, but your passport does not have a dash... provide your name exactly as it is printed on whichever proof of citizenship you submit.
- **5. PARENT INFORMATION:** Misspelled parents name, missing parent names. **Mother’s name AT BIRTH:** 99% of the time, your mother’s maiden name is listed on your birth certificate; if for some reason it is not, please make sure you do list your mother’s name “at birth” regardless for her last name when have given birth. **If both or one parent is listed on your birth certificate**, it is a requirement that you list their name(s) as stated regardless if you ever knew them or not, raised you or not or like them or not. **Parent(s) who passed away**, if on your birth certificate...list them. **Do not list your step parents** unless they are on your birth certificate.



## Fill out your application online

### What you'll need:

- Most recent passport book (if applicable)
- Emergency contact information
- A printer
- Adobe Acrobat Reader

### Complete Online & Print

- Apply for a first-time passport book or card
- Renew your passport book or card
- Apply for a child's passport book or card
- Update or correct passport information
- Replace a damaged or limited validity passport

**Submit**

### Report Lost or Stolen

- SUBMIT ONLINE : A lost or stolen report for an adult
- Print out and mail : A lost or stolen report for an adult
- Print out and mail : A lost or stolen report for a minor

### Check Status

- Check the status of a recently submitted passport application

# Step 1: Fill In Personal Information

## About the Applicant

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Date Of Birth (MM/DD/YYYY): \* ?

City Of Birth: \* ?

Country Of Birth: \* ?

State/Territory Of Birth: \* ?

Social Security Number: \* ?

Sex: \*

☐ Male ☐ Female

Height: \*

Feet:  Inches: 

Hair Color: \*

Eye Color: \*

Occupation: \* ?

Employer or School: ?

**NOTE:** If your middle name is listed your Birth Certificate, you are required to provide it on the application (even though the middle name does not have an \* asterisk). Your name must match the way it is written on your proof of citizenship

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## Step 2: Provide Your Address

### Contact Information

#### Where should the passport be mailed?

**Note:** Please complete this section with a mailing address even if you are picking up your new passport directly from a passport agency.

Street Address/RFD#, P.O. Box, or URB: \*

Street Address 2

(apartment, company, suite, unit, building or floor if applicable): ?

City: \*

Country: \*

State: \*

Zip Code: \*

In Care Of (e.g. In Care Of - Jane Doe): ?

Is This Your Permanent Address? \* ?

☐ Yes ☐ No

**NOTE:** An address is required but your passport & documents will return to our office. Upon receipt, we will “email” you for pick-up. You can also reply with your mailing address and we will ship it to you.



## Step 3: Methods of Communication

### Preferred Method of Communication

Preferred Method of Communication \*   
☒ Mail ☐ Email ☐ Both

Provide your Military Email Address or your personal Email Address.

### Your Email Address

Email Address: \* 

Confirm Email Address: \* 



Work or Personal telephone number **IS REQUIRED** for our application.

### Your Phone Number

Phone Number (no dashes):  Type: ☐ Home ☐ Work ☐ Cell

 Add Another Number



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## Step 4: Travel Plans

### Travel Plans

Please complete this section with **known** or **anticipated** travel plans.

Date Of Your Trip (MM/DD/YYYY)? 

Date Of Your Return (MM/DD/YYYY)? 

Countries To Be Visited? 

**Note:** If you are traveling within two weeks, do not mail in your passport application. If you do, your application may not be completed before your travel date. Please call the National Passport Information Center at 1-877-487-2778 (TDD: 1-888-874-7793) to make an appointment to appear in person at a Passport Agency and receive expedited processing. The automated appointment system is available twenty-four hours a day, seven days a week

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## Step 5:Emergency Contact

Who should we contact in case of an emergency?

First & Last Name: ?

Street Address / RFD# Or P.O. Box: ?

Apt/Suite#: ?

City: ?

State: ?

Please Select... ▼

Zip Code: ?

Telephone Number (no dashes): ?

Relationship: ?

Provide information  
– of a person **NOT**  
travelling with you.

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## Step 6: DS-11 or DS-82

**Your Most Recent Passport**

Have you been issued any of the following? \*

☒ Passport Book   ☐ Passport Card   ☐ Both   ☐ None

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**ATTENTION:** If you are using your previous issued passport for proof of U.S. Citizenship, click “Passport Book”. If you are not using your passport book i.e. using your Birth Certificate, select “NONE”.

**NOTE:** When selecting Passport Book the form will change to a DS-82. Bring the passport and a copy of the passport bio page to your appointment. Passport must be issued **on/after your 16<sup>th</sup> birthday** and **cannot be more than 15 years from the date of issuance**.



## Your Most Recent Passport

Downloaded from ascelibrary.org by University of California, San Diego on 06/01/15. Copyright ASCE, For All Rights Reserved, No part of this document may be reproduced without written permission from ASCE.

Passport number is located on the top right corner.



# Step 7: Parent & Spouse's Information

## Applicant's Parent & Spouse Information

**Note:** Please fill in as much information as you know.

**If completing as a THIRD PARTY or PARENT OF MINOR, complete the form in the context of the applicant NOT yourself.**

Mother/Father/Parent Of Applicant ☐ Unknown

First & Middle Name: \*

Last Name (at Parent's Birth): \*

Date Of Birth (MM/DD/YYYY): ?

Place Of Birth: ?

Sex: \*

☐ Male ☐ Female

U.S. Citizen: \* ?

☐ Yes ☐ No

Mother/Father/Parent Of Applicant ☐ Unknown

First & Middle Name: \*

Last Name (at Parent's Birth): \*

Date Of Birth (MM/DD/YYYY): ?

Place Of Birth: ?

Sex: \*

☐ Male ☐ Female

U.S. Citizen: \* ?

☐ Yes ☐ No

Spouse Of Applicant

Has Applicant Ever Been Married? \* ?

☐ Yes ☐ No

Provide your Parents Full Name exactly as printed on your birth certificate.

Provide your Parents Date of Birth and/or Place of Birth. If you don't know, check your Birth Certificate.

**Note:** Ensure that "Mother's" last name is her birth name (maiden last name)

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## Step 8: Other Names?

Are you known by other names?

Other Names 

Other First Name:

Other Last Name:

 Add Another Name

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List all other names you have “LEGALLY” used (Examples: Maiden name, Previous Marriage, Legal name change(s).

Note: **DO NOT LIST NICKNAME(s)** unless it was a legal name that was changed, removed or added. **Any name(s) listed in these boxes must be accompanied by an “ORIGINAL” legal document to suffice**

## Step 9: Review

This is your last chance to check for any mistakes. If you print with errors on the application, you will have to **retype** the entire application.

**One mistake (big/small) is a complete retype as the bar code provided with the application (when printed) will always revert back to the original content when scanned.**

**LAST CHANCE**

## JBLM SPECIAL ISSUANCE PASSPORT

### Personal Application Review

Review the data below and make edits if needed

Name Provided: **HO B YU**  
Date Of Birth: **01/31/1991**  
Place Of Birth: **WINDSOR, VT**  
Social Security Number: **576-43-8900**  
Sex: **Male**  
Height: **5FT. 0IN.**  
Hair Color: **BLONDE**  
Eye Color: **GREEN**  
Occupation: **ARMY**  
Employer: **ARMY**



Mailing Street Address: **12**  
Mailing Street Address 2: **34**  
City: **WE**  
Country: **USA**  
State: **WA**  
Zip Code: **23341**  
In Care Of:



Permanent Address Same As Yes  
Mailing Address?:



Email Address: **CTGH@W.COM**  
Home Phone: **456743222**



Date Of Trip:  
Return Date from Trip:  
Countries To Be Visited:



Emergency Contact: **STE**  
Relationship: **FRIEND**  
Street Address : **12 WID**

Apartment Number:  
City: **JAY**  
State: **RI**  
Zip Code: **21345**  
Contact Phone: **5458872317**




# Step 10: Products and Fees

## Passport Products and Fees

Travel Document For HO B YU

### Passport Options

-  ☒ Passport Book (\$110): ?
- ☐ Passport Card (\$30): ?

The U.S. Passport Card **CANNOT** be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

- ☐ Passport Book & Card (\$140): ?

### Additional Fees

- ☐ File Search (\$150): ?

Acceptance Fee: ? \$25

|  |                |
|--|----------------|
| Total Payable to "Department of State" | \$0.00         |
| Payable to your acceptance facility    | \$25.00        |
| <b>Total</b>                           | <b>\$25.00</b> |

**\*U.S. Government Employees and U.S. Military Personnel:** If your federal agency or military branch travel coordinator has instructed you to apply for a no-fee passport for official government travel, please *select Passport Book **ONLY*** and continue.

Please note that all official passports have 28 pages.

**Select "Passport Book"  
YOU WILL NOT BE  
ASKED FOR ANY  
FORM OF PAYMENT  
AND YOU WILL **NOT**  
PAY ANYTHING  
REGARDLESS OF  
THIS SELECTION!!!**

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# Step 11: Submit Application

## 3 What to Submit With Your Form(s)



### One Recent Passport Photo

[Click here](#) to view details on submitting a passport photo



### Correct Passport Fees

Your total passport fees are:  
\$135.00

See the [Passport Fees](#) for more information.




### Proof of U.S. Citizenship

Birth Certificate, Certificate of Naturalization, Consular Report of Birth Abroad, Citizenship Certificate or a previous U.S. passport. See Section 2 of [How to Apply in Person for a Passport](#).



### Proof of Identity

Valid Photo ID, like a Driver's License. [Click here](#) for more information on submitting Proof of Identity

 ☐ I have read and acknowledge the steps and information contained above.

### 1. Create Form

This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. If there is an error in your form(s), please start a new application.

 [Create Form](#)

### 2. Exit and Start New Form

This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.

[Start New Application](#)


**Check box “I have read and acknowledge”**

**Click “Create Form”**

## Step 12: Print Procedures

- Print ONLY pages 5 and 6.
- Print Single Side! PRINT SINGLE SIDE!  
**PRINT SINGLE SIDE!**
- **DO NOT SIGN THE APPLICATION!**

## DS 64: Statement Lost/Stolen



U.S. Department of State

OMB Control No. 1405-0014  
Expiration Date: 01-31-2025  
Estimated Burden: 5 Minutes

**STATEMENT REGARDING A VALID LOST OR STOLEN U.S. PASSPORT BOOK AND/OR CARD**  
If your most recent lost or stolen passport is expired, it is no longer valid and you do not need to submit this form.

**HOW TO REPORT A VALID LOST OR STOLEN PASSPORT BOOK AND/OR CARD**

To report a valid lost or stolen passport book and/or card, please choose ONE of the following options:

- ONLINE:** Visit our website at [travel.state.gov](http://travel.state.gov).  
**OR**
- WHILE APPLYING FOR A NEW U.S. PASSPORT:** Submit this form with a new DS-11, Application for a U.S. Passport along with required documentation to any designated acceptance facility, U.S. passport agency, U.S. embassy, or U.S. consulate abroad.  
**OR**
- BY PHONE:** Call 1-877-487-2778 (TDD: 1-888-874-7793) and follow the representative's instructions. This option is not available for customers abroad.  
**OR**
- BY MAIL:** Submit this form AND a front and back photocopy of a government-issued photo identification (such as a driver's license or state-issued identification) to the following address **ONLY IF** you are **NOT** applying for a new U.S. passport book and/or card:  
  
ATTN: CLASP  
U.S. Department of State  
CA/PPT/IR/ML/CLASP  
44132 Mercure Cir  
P.O. Box 1227  
Sterling, VA 20166-1227


\* Only use this address to submit this form or other correspondence about lost/stolen passports. For general inquiries, call the National Passport Information Center at 1-877-487-2778.

**Protect yourself against identity theft! Report a lost or stolen U.S. passport!**  
For more information, please visit our website: [travel.state.gov](http://travel.state.gov)

**WARNING**  
False statements made knowingly and willfully on this form, in U.S. passport applications, or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542. Alteration or mutilation of a U.S. passport is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a U.S. passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents submitted are subject to verification.

**PRIVACY ACT STATEMENT**  
**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 8 U.S.C. 1737; Executive Order 11296 (August 5, 1966); and 22 C.F.R. Parts 50 and 51.  
**PURPOSE:** The information requested on this form is used to ensure that no one has more than one valid U.S. passport book and one valid U.S. passport card at any one time, except as authorized by the U.S. Department of State, and to combat passport fraud and misuse. The collection of the Social Security number will be used to verify the identity of the person reporting the lost or stolen passport and to identify the passport being reported lost or stolen. There is no other purpose authorized by law.  
**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. For a more detailed listing of the routine uses to which this information may be put, please see the Department of State's Preliminary Statement of Routine Uses (Public Notice 6290 of July 15, 2008) and the listing of routine uses set forth in the System of Records Notices for Overseas Citizen Services Records and Other Overseas Records (State-05) and Passport Records (State-26).  
**DISCLOSURE:** Providing your Social Security number and other information on this form is voluntary, but failure to provide the information on this form may, given the form's purpose of verification of your identity, result in processing delays.

**PAPERWORK REDUCTION ACT STATEMENT**  
Public reporting burden for this collection of information is estimated to average five minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Passport Forms Officer, U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, 44132 Mercure Cir., P.O. Box 1199, Sterling, VA 20166-1199.



U.S. Department of State

OMB Control No. 1405-0014  
Expiration Date: 01-31-2025  
Estimated Burden: 5 Minutes

**STATEMENT REGARDING A VALID LOST OR STOLEN U.S. PASSPORT BOOK AND/OR CARD**  
Please Print Legibly or Type Using Black Ink Only.

**IMPORTANT NOTICE**  
A U.S. national may not normally bear more than one valid or potentially valid U.S. passport book and/or card at a time. Therefore, a statement is required when applying for a new U.S. passport if the previously valid or potentially valid passport is not submitted. Your statement must detail why the previous valid U.S. passport cannot be presented. The information you provide on this form will be placed into the Consular Lost and Stolen Passport System, which is designed to prevent the misuse of all reported valid lost or stolen U.S. passports. If more than one valid U.S. passport previously issued to you was lost or stolen, your replacement passport may be limited in validity. **ONCE REPORTED, THE VALID LOST OR STOLEN PASSPORT IS ELECTRONICALLY CANCELLED AND CANNOT BE USED FOR TRAVEL.** Anyone (including the bearer) traveling on a reported lost or stolen passport may be detained upon entering the United States. Should you locate the passport after reporting it lost or stolen, submit it for cancellation to the Consular Lost and Stolen Passport Unit (CLASP). See page one of this form for contact information.

Please select the document (or documents) that you are reporting and its status.  
Valid U.S. Passport Book ☐ Lost ☐ Stolen      Valid U.S. Passport Card ☐ Lost ☐ Stolen  
Are you submitting this form in connection with an application for a new U.S. passport book and/or card? ☐ Yes ☐ No

**1. IDENTIFYING INFORMATION OF PASSPORT HOLDER** Type or print legibly in black ink in white areas only.

|  |  |                        |
|--|--|------------------------|
| Last Name  | First Name   | Middle Name            |
| Has your name changed since the passport was issued? If yes, state the name in which the valid lost or stolen passport was issued. |  |                        |
| Date of Birth (mm-dd-yyyy)   | Place of Birth (City & State if in U.S. or City & Country) | Social Security Number |
| Current Address (Street, City, State, and ZIP Code or Country, if outside the U.S.)  |  |                        |
| Telephone Number   | Alternative Telephone Number                               | Email Address          |

**2. VALID LOST OR STOLEN U.S. PASSPORT BOOK/CARD INFORMATION** Answer all questions completely. If you do not know the answer in detail, be as exact as possible.  
The passport book and card have different numbers. Please provide the correct number(s) if known. The passport number on a lost or stolen passport cannot be reused.  
Explain in detail how your valid U.S. passport book/card was lost or stolen. Include a photocopy of the valid passport book/card if available.

Explain where the loss or theft occurred. Provide the address, if known (City and State, if in the U.S., or City and Country as it is presently known)

On what date was your valid U.S. passport book/card lost or stolen (mm-dd-yyyy)? If unknown, when was the last time you remember it being in your possession?

Did you file a police report? (If yes and the report is available, please submit a copy.) ☐ Yes ☐ No

|  |                         |  |                         |
|--|-------------------------|--|-------------------------|
| List your valid lost or stolen U.S. Passport Book, if known:<br>Number | Issue Date (mm-dd-yyyy) | List your valid lost or stolen U.S. Passport Card, if known:<br>Number | Issue Date (mm-dd-yyyy) |
|--|-------------------------|--|-------------------------|

Have you had any other valid U.S. passport book/card lost or stolen? ☐ Yes ☐ No If yes, how many passports? \_\_\_\_\_ Approximate date(s)? (mm-dd-yyyy)

Did you file a police report? (If yes and the report is available, please submit a copy.) ☐ Yes ☐ No

**3. YOU MUST SIGN AND DATE THE APPLICATION IN THE DESIGNATED AREA BELOW**  
I, the undersigned, declare under penalty of perjury all of the following: 1) that I have read and understand the warning on page one of this form; 2) the information provided herein is correct and complete; 3) I have not given my U.S. passport book and/or passport card to another person or disposed of it in an unauthorized manner; 4) I understand that the U.S. passport(s) I report as missing will be invalidated and cannot be used; and 5) if I subsequently find and recover it, I will immediately return the passport book and/or passport card to Passport Services at the address on page one of this form or to the nearest U.S. passport agency, U.S. embassy or U.S. consulate if abroad, and I will not attempt to use it.


|   |                   |
|---|-------------------|
| Applicant's Legal Signature - age 16 or older                                   | Date (mm/dd/yyyy) |
| Mother/Father/Parent/Guardian Legal Signature if identifying minor under age 16 | Date (mm/dd/yyyy) |
| Mother/Father/Parent/Guardian Legal Signature if identifying minor under age 16 | Date (mm/dd/yyyy) |

Both parents or guardians of a child younger than 18 years old must sign and provide a front and back photocopy of ID when submitting this form on the child's behalf unless one parent or guardian has sole authority to obtain a passport pursuant to 22 C.F.R. 51.26. If there is sole authority, include a copy of a supporting document with this form, such as a court order proving sole legal custody or form DS-5525, Statement of Eligible Special Family Circumstances for Issuance of a U.S. Passport to a Minor Under Age 16.



# DS 3053: Statement of Consent

# JBLM SPECIAL ISSUANCE PASSPORT



U.S. Department of State  
**STATEMENT OF CONSENT:  
ISSUANCE OF A U.S. PASSPORT TO A CHILD**

Please Print Legibly Using Black Ink Only. If you make an error, complete a new form. Do not correct.

OMB CONTROL NO. 1405-0129  
EXPIRES: 12-31-2023  
Estimated Burden: 20 minutes

**USE OF THIS FORM**

This form is used when one or both legal parents and/or legal guardians cannot apply in person with the child for that child's passport. The legal parent/legal guardian who cannot apply with the child can give consent using this form or a written statement that includes all of the information on this form. This form or the written statement must be notarized. If the required consent is not submitted, the child may not be eligible for a U.S. passport.

- For children under the age of 16: Both legal parents/legal guardians must apply for the passport with the child or the legal parent/legal guardian that cannot apply with the child must complete and notarize this form to be submitted with the application.
- For children 16 or 17 years old: The Department may request the consent of one legal parent/legal guardian to the issuance of a passport to an applicant who is 16 or 17 years of age. In many cases, the passport authorizing officer may be able to ascertain parental awareness of the application by virtue of the parent's presence when the minor submits the application or a signed note from the parent or proof the parent is paying the application fees. However, the passport authorizing officer retains discretion to request the legal parent's/legal guardian's notarized statement of consent to issuance (e.g., on Form DS-3053).

**IMPORTANT**

- If #3 on page two is not completed, consent will be valid for both passport book and card.
- Statements of consent expire 90 days after the date of notarization.
- You must submit a photocopy of the front and back of the identification you presented to the notary.
- You must sign the statement of consent in front of a notary.
- The date of the notary's signature must be the same as the date of your signature.
- This form can also be used to authorize a third party to apply for a child's passport on behalf of the legal parents/legal guardians who cannot apply in person.

**INSTITUTIONS/ENTITIES GRANTED GUARDIANSHIP**

You must submit all of the following with this form:

- A certified court order granting guardianship to the institution/entity. Photocopies are not acceptable.
- A signed statement from the institution/entity on letterhead authorizing a specific person to apply for a passport for the child on the child's behalf.
- The statement must include the child's name and the name of the individual(s) authorized to apply for the passport.
- A photocopy of employee identification documents proving the person applying for the child's passport works at the institution/entity.

Please ensure that none of the above documents has any conditions placed on the period of validity of the passport or where the child may travel. If there are conditions in the statement, a new statement of consent is required.

**WARNING**

False statements made knowingly and willfully on passport applications, including affidavits or other supporting documents submitted therewith, may be punishable by fine and/or imprisonment under U.S. law, including the provisions of 18 U.S.C. 1001, 18 U.S.C. 1542, and/or 18 U.S.C. 1621.

**FOR INFORMATION AND QUESTIONS**

For passport and travel information, please visit [travel.state.gov](http://travel.state.gov). In addition, contact the National Passport Information Center (NPIC) toll-free at 1-877-487-2778 (TDD/TTY 1-888-874-7793) or by email at [NPIC@state.gov](mailto:NPIC@state.gov). For information on International Parental Child Abduction, please visit [travel.state.gov/childabduction](http://travel.state.gov/childabduction) or contact the Office of Children's Issues by telephone at 1-888-407-4747 or by email at [PreventAbduction1@state.gov](mailto:PreventAbduction1@state.gov).

**PRIVACY ACT STATEMENT**

**AUTHORITIES:** We are authorized to collect this information by 22 U.S.C. 211a et seq.; 8 U.S.C. 1104; 26 U.S.C. 6039E; Executive Order 11295 (August 5, 1966); and 22 C.F.R. parts 50 and 51.

**PURPOSE:** The primary purpose for soliciting the information is to establish two-parent consent for applicants under the age of 16 or one-parent consent, when requested by the Department, for applicants age 16 or 17, consistent with Public Law 106-113, Section 136.

**ROUTINE USES:** This information may be disclosed to another domestic government agency, a private contractor, a foreign government agency, or to a private person or private employer in accordance with certain approved routine uses. These routine uses include, but are not limited to, law enforcement activities, employment verification, fraud prevention, border security, counterterrorism, litigation activities, and activities that meet the Secretary of State's responsibility to protect U.S. citizens and non-citizen nationals abroad. More information on the Routine Uses for the system can be found in System of Records Notices State-26, Passport Records, and State-05, Overseas Citizen Services Records and Other Overseas Records.


**DISCLOSURE:** Failure to provide the information requested on this form may result in the refusal or denial of a U.S. passport application.

**PAPERWORK REDUCTION ACT STATEMENT**

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time required for searching existing data sources, gathering the necessary data, reviewing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: U.S. Department of State, Bureau of Consular Affairs, Passport Services, Office of Program Management and Operational Support, Attn: Forms Officer, 44132 Mercure Cir, PO Box 1199, Sterling, Virginia 20166-1199.

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U.S. Department of State  
**STATEMENT OF CONSENT:  
ISSUANCE OF A U.S. PASSPORT TO A CHILD**

Please Print Legibly Using Black Ink Only. If you make an error, complete a new form. Do not correct.

OMB CONTROL NO. 1405-0129  
EXPIRES: 12-31-2023  
Estimated Burden: 20 minutes

**1. CHILD'S NAME (As it appears on form DS-11, Application for a U.S. Passport)**

|      |       |        |  |
|------|-------|--------|--|
| Last | First | Middle |  |
|------|-------|--------|--|

**2. CHILD'S DATE OF BIRTH (mm/dd/yyyy)**

**3. THIS CONSENT IS VALID FOR A:**

☐ Passport Book and Card   
 ☐ Book Only   
 ☐ Card Only

**4a. IS CHILD UNDER 16 YEARS OLD?**

☐ Yes   
 ☐ No

**4b. IF YES, PRINT NAME OF ADULT APPLYING WITH CHILD**

**5. STATEMENT OF CONSENT** To be completed by the legal parent/legal guardian who cannot apply with the child. The legal parent/legal guardian who cannot apply with the child must complete the information below. This statement expires 90 days after the date of notarization.

I, \_\_\_\_\_, give my consent to the issuance of a United States passport to the minor child

Print Name of Legal Parent/Legal Guardian  
(who cannot apply in person with the child)

named on this application. My consent is unconditional with regards to passport validity and travel.

Street Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Area Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**STOP! YOU MUST SIGN AND DATE BELOW IN FRONT OF A NOTARY.**

**OATH:** I declare under penalty of perjury that all statements made in this supporting document are true and correct.

Signature of Legal Parent/Legal Guardian (who cannot apply in person with the child) \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**IMPORTANT:** You must submit a clear photocopy of the front and back of the identification you presented to the notary. The date you sign the form must be the same date that the notary signs the form.

**6. FOR COMPLETION BY NOTARY**

On the date specified above and below, the affiant listed above, who is not related to me, personally appeared before me and is known to me to be the person whose name is subscribed to and acknowledged that he/she executed the same for the uses and purposes therein contained. I have properly verified the identity of the affiant by personally viewing the below notated identification document and matching photocopy.

Name of Notary \_\_\_\_\_ Print Name (Notary Public) \_\_\_\_\_

Location \_\_\_\_\_ City, State \_\_\_\_\_

Commission Expires \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Identification Presented by Legal Parent/Legal Guardian: (who cannot apply in person with the child)

☐ Driver's License   
 ☐ Passport   
 ☐ Military ID   
 ☐ Other (specify) \_\_\_\_\_

Legal Parent/Legal Guardian ID Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Issue Date (mm/dd/yyyy): \_\_\_\_\_ Expiration Date (mm/dd/yyyy): \_\_\_\_\_

Signature of Notary \_\_\_\_\_ Date of Notarization: \_\_\_\_\_

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**WE ARE THE ARMY'S HOME**


# Questions?

Email:

[usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil](mailto:usarmy.jblm.imcom.list.dhr-mpd-passports@army.mil)

