

FORT STEWART PASSPORT/TRAVEL OFFICE

HOURS OF OPERATIONS

PASSPORT APPOINTMENTS ONLY

Monday - Thursday

8:00AM - 2:00 PM

NO APPOINTMENT ON FRIDAY'S

PASSPORT PICK-UP ONLY

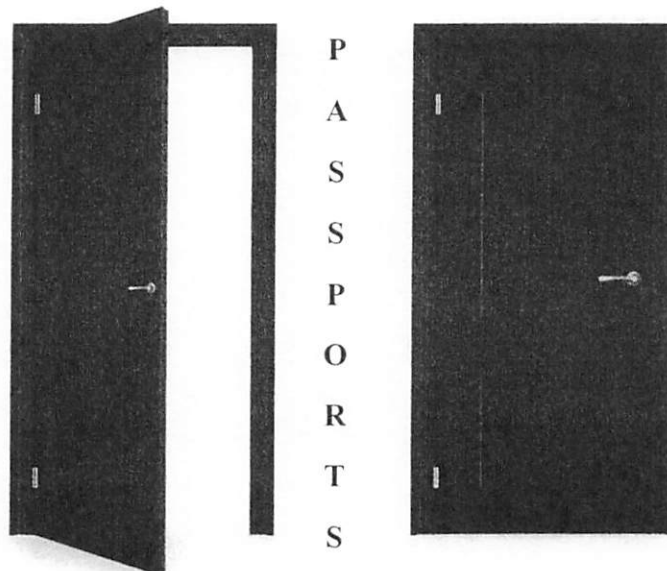
Monday-Friday

8:00AM – 2:30 PM

NO WALK-INS

55 Pony Soldier Road Bldg. 253 Suite 2003B

Hinesville GA 31314



**PROCESSING TIME FOR OFFICIAL AND NO FEE
PASSPORTS ARE APPROXIMATELY 8 WEEKS**

HOW TO APPLY FOR AN OFFICIAL PASSPORT AND US NO FEE PASSPORT FOR GOVERNMENT TRAVEL

FOLLOW STEPS TO COMPLETE PASSPORT APPLICATION

- GO TO: WWW.TRAVEL.STATE.GOV
- 1. CLICK: GET A U.S. PASSPORT
- 2. CLICK TAB “PREPARE TO APPLY”
- 3. SCROLL DOWN AND CLICK “FILL OUT OR DOWNLOAD YOUR FORM” (DS-82 IS ONLY IF YOU HAVE A PERVIOUS PASSPORT)
- 4. SCROLL DOWN AND FIND “PRIMARY APPLICATION FORMS FOR A U.S PASSPORT.”

OPTION 1: DS-11 IS FOR EVERYONE THAT NEVER HAD A PASSPORT AND FOR CHILD UNDER 16 YEARS OF AGE.

OPTION 2: DS-82 IS FOR RENEWAL(S) AND IF YOU DO HAVE A TOURIST/ LEISURE PASSPORT. CHILD OVER 16 CAN RENEW THEIR PASSPORT.

FOLLOW GUIDED APPLICATION PROMPT (PLEASE DO NOT HAND WRITE APPLICATION)

ACCEPT TERMS AND CLICK SUBMIT

FILL OUT ONLINE, PRINT AND CLICK SUBMIT

- 5. COMPLETE THE ENTIRE APPLICATION AND FILL ALL TEXT BOXES (YOU ARE ONLY TO CLICK PAYMENT 130 BUT YOU DO NOT HAVE TO PAY. IT ALLOWS YOU TO COMPLETE THE PASSPORT APPLICATION)
- 6. CLICK NEXT AND CONTINUE TO FOLLOW PROMPTS

YOU WILL NEED THE FOLLOWING DOCUMENTS TO FINISH THE PASSPORT PROCESS:

1. SOLDIER/ MEMBER ORIGINAL ORDERS AND ADMENDMENT/NATO ORDERS (IF ANY FOR OVERSEAS TRAVEL) RFO IS NOT PCS ORDERS. FOR UNITS, YOU WILL NEED A MEMO IDENTIFYING THAT YOUR UNIT IS ON OFFICIAL ORDERS.

2. ORIGINAL BIRTH CERTIFICATE (MINORS AND ADULTS) AND PASSPORT (ALL FAMILY MEMBERS THAT WILL BE TRAVELING, YOUR ORIGINAL DOCUMENT WILL BE MAILED WITH THE APPLICATION).

3. ORIGINAL MARRIAGE CERTIFICATE (FOR NAME CHANGE), THAT WILL BE TRAVELING, YOUR ORIGINAL DOCUMENT WILL BE MAILED WITH THE APPLICATION.

4. COPY FRONT AND BACK OF SOLDIER CAC CARD AND SPOUSE MILITARY ID. IF CHILD 16 OR OLDER THEY NEED TO PROVIDE MILITARY ID AS WELL.

5. THE DEPENDANTS 2X2 PHOTO CAN BE PURCHASED AT LIBERTY SHIPPING SOLUTIONS AT 103 W GENERAL SCREVEN WAY STE G, HINESVILLE, GA 31313. PLEASE REFERENCE GUIDELINES FOR PASSPORT PHOTOS AT WWW.TRAVEL.STATE.GOV WEBSITE.

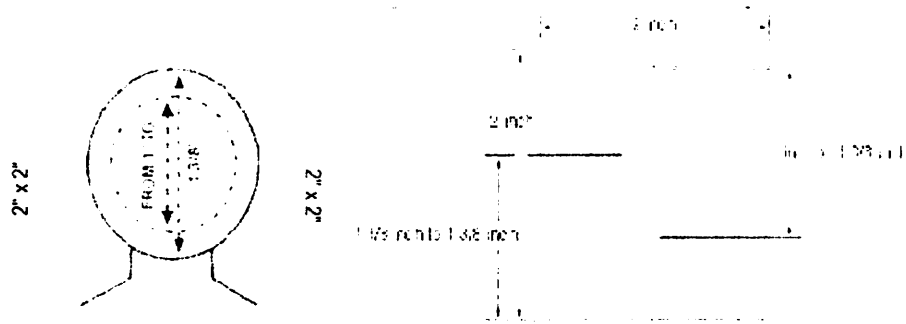
Photo Basics:

Submit a color photo with in last 6 months.

Do not use filters, NO selfies, NO eyeglasses. Background plain white or off-white.

NO jewelry, NO thin straps, No writing of any kind on shirt.

FOR OFFICIAL PASSPORT PHOTO APPOINTMENTS GO TO
<https://vios.army.mil/>. (SOLDIERS ONLY)!



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6. THE ABSENT PARENT HAS TO FILL OUT A DS FORM 3053 IF BOTH BIOLOGICAL PARENTS ARE ON THE BIRTH CERTIFICATE. THIS DOCUMENT MUST BE COMPLETED BY THE ABSENT PARENT THEN SIGNED AND DATED IN FRONT OF A NOTARY WITH A FRONT AND BACK COPY OF THE ABSENCE PARENTS ID. PASSPORT AGENTT HAS TO HAVE THE ORIGINAL NOT A COPY. IF THE CUSTODIAL PARENT HAS BEEN GRANTED SOLE CUSTODY THRU THE COURTS, THIS DOCUMENT IS NOT NEEDED. THE FORM CAN BE FOUND WWW.TRAVEL.STATE.GOV, TYPE DS 3053 IN SERACH.

ONCE APPLICATION IS COMPLETED PRINT **ONLY** 5 & 6 PAGES (PAGES MUST BE ON SEPARTE SHEETS). DON'T' FORGET TO BRING ALL THE REQUIRED DOCUMENTS. **REMEMBER**, ALL PARTIES MUST BE PRESENT WHO IS APPLYING FOR A PASSPORT.

CALL TO MAKE AN APPOINTMENT

Sharlanda.d.banks.civ@army.mil (571) 801-3498

Marquette.e.walton.civ@army.mil (571) 801-3501