

INFORMATION TO APPLY FOR A NO-FEE PASSPORTS / OFFICIAL PASSPORTS

BY APPOINTMENT ONLY MONDAY TUESDAY THURSDAY 0800-1400 WEDNESDAY 1000-1400

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For applications please visit the travel.state.gov (all applications must be printed with a barcode)

Requirements for DS-11:

DD Form 1056

PSC Orders

Original birth certificate

Copy of birth certificate

Official marriage license

2 passport photos

Copy of Valid state I.D. or Military I.D. front and back

If applicable certificate of citizenship issued by Immigration & Naturalization

**** print pages 5-6 only of the DS 11. Must be two pages no front and back copies will be accepted ****

Requirements for DS-82 ** must be 16 years or older and hold a passport no more than 15 years old from the issue date**

DD Form 1056

Copy of passport data page of the passport being used to submit for No-Fee /Official

Travel Orders

Passport photo

Copy of Valid State I.D. or Military I.D. front and back

**** print pages 5-6 only of the DS 82. Must be two pages no front and back copies will be accepted ****

All applications can be found on [HTTPS:// travel.state.gov](https://travel.state.gov) when choosing the form please select *PDF Filler* application must have barcode, and no hand written copies will be accepted.

All applications must be reviewed by Passport Agent for accuracy before any appointments can be made. EVERYONE MUST BE PRESENT AT THE TIME OF THE APPOINTMENT. If a parent cannot be present please let the agent know a DD 3053 will be needed.

** No applications will be reviewed unless all required documents are present. No copies will be made of certified documents**