

NO-FEE PASSPORT CHECKLIST

Purpose of No-Fee Passport: The no-fee passport can *only* be obtained if dependents are on orders or command sponsored and are stationed overseas. This passport CANNOT be used for leisure travel. It can only be used when entering the country, the member is stationed at. If the member requires a visa, it will also be placed in the no-fee passport.

(No-Fee passport processing will take APPROXIMATELY 8 weeks from Mail Out Date)

NOTE: APPLICATIONS MUST BE PRINTED SINGLE-SIDED ON 8 1/2 X 11 PAPER

AND FOR ITEMS THAT WE CAN SEND A PHOTOCOPY OF, BRING THE ORIGINAL TO THE APPOINTMENT FOR VERIFICATION

For Members Age 16 and Over

Initial No-Fee Passport / First Adult Passport / Replacement of Lost, Stolen, or Damaged No-Fee Passport

Items Required:

- **DS-11** Application Form •Must use the **FORM FILLER** version
- Two Passport Photos Size 2x2 - No Military Uniform (Incl. Undershirt) or Glasses - taken the last 6 months
- Copy of Photo ID (front and back - Military ID); (Applicants age I6-17: include copy of parent's ID)
- Copy of ALL valid Regular/tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/Expired No-Fee/Official passport (**Original must be mailed off with application**)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (**Original must be mailed with application**)
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application
Link:<https://eforms.state.gov/Forms/ds64.pdf>

Initial No-Fee Passport but holds Tourist/Renewal of No-Fee Passport/Name change official valid Passport

Items Required:

- **DS-82** application form •Must use the **FORM FILLER** version
- Two Passport Photo Size 2x2 - No Military Uniform (Incl. Undershirt) or Glasses - taken within the last 6 months
- Copy of Photo ID (front and back - Military ID)
- Copy of ALL valid Regular/Tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (**Original must be mailed off with application**)
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original Marriage Certificate or Court Order (if applicant is changing their name)

For Children Age 15 and Under

Initial No-Fee Passport /Initial No-Fee but Holds Tourist Passport / Renewal of No-Fee / Replacement or Lost, Stolen, or Damaged Passport

Items Required:

- **DS-11** Application Form •Must use the **FORM FILLER** version
- Two Passport Photo Size 2x2 - No Glasses - taken the last 6 months
- Copy of Parents' Photo ID (front and back - Military IDs)
- Copy of ALL valid Regular/tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (**Original must be mailed off with application**)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (copy will be accepted for renewals only)
- Progression photos: •If passport was issued under 5y/o. One (I) photo per year from the date of the most recent passport
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent-including a photocopy of their ID (if applicable)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application
Link:<https://eforms.state.gov/Forms/ds64.pdf>

Both parents and child need to be present at the appointment. If one parent cannot attend the appointment with the other parent and child, an original notarized DS-3053 and copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

(Note: each application will require their own DS-3053 and ID copy)