

NO-FEE PASSPORT REQUIREMENTS

UPDATED ON 18 APR 2014

***Before coming to our Passport Office here at Personnel Support Detachment (PSD) Corpus Christi, TX, you are requested to please bring all required documents as listed below.**

Once our Passport Representative has verified that you have all the required documents, you will be asked to proceed to see a Passport Agent in the Corpus Christi area since PSD Corpus Christi does not currently have a Passport Agent. Specifically, you will be asked to report to the Passport Application Services Office to see **Mr. Inocente Perez and who is located at 809 Nueces Bay Blvd, Corpus Christi, TX 78469-9998. Mr. Perez's telephone number is: 361-886-2238. As agreed between PSD Corpus Christi and Mr. Perez, he will **NOT** process your "No-Fee" Passport application unless the entire "No-Fee" Passport package has been checked and verified by our Passport Representative here at PSD Corpus Christi, TX. Although the Passport Application Services Office is open Monday through Thursday from 0900 to 1400 with lunch break from 1145 to 1300, an appointment is necessary and you and/or your family members need to call in advance. Additionally, when you call for your appointment, please make sure that you let the representative know the total number of personnel applying for "No-Fee" Passports.

***Passport and visa requests must be submitted **60 days** in advance of your anticipated departure date in order to ensure proper processing.

REQUIRED DOCUMENTS:

1. DD FORM 1056: (AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA)

- The DD Form 1056 **MUST** be **TYPED** and **SIGNED** in **BLUE INK** by your commands Administrative Officer or his or her designated representative. However, if the form is not properly filled out, once it is reviewed by the Passport Representative, it will be retyped here at PSD Corpus Christi and signed by the PSD Corpus Christi Director.
- The Department of State will mail back completed "No-Fee" Passports and supporting documents to the sponsoring agency, which is us here at PSD Corpus Christi. As such, **YOU MUST** use the following address as a forwarding address in block 13 of the DD Form 1056.
- **PERSONNEL SUPPORT DETACHMENT
10461 D STREET SUITE 105
CORPUS CHRISTI, TX 78419**

The commercial telephone number you need to list in block 13 of the DD Form 1056 is: (361)

961-1036 or our DSN, which is 861-1036

- In block 10(d) where it says “Agent ID Code”, enter “**NOT APPLICABLE.**” Reason is that **PSD Corpus Christi does not currently have a Passport Agent.**
- In block 17 where it says “Additional Information”, enter the following information.

MEMBER'S COMMAND DOES NOT HAVE A PASSPORT AGENT. ADDITIONALLY, THERE IS NO NAVY PASSPORT AGENT ON NAS CORPUS CHRISTI, TX. PASSPORT AGENT IS CURRENTLY ON A TWO YEAR ACTIVE DUTY RECALL. SERVICEMEMBERS ARE BEING DIRECTED TO REPORT TO THE PASSPORT APPLICATION SERVICES OFFICE IN CORPUS CHRISTI, TX FOR ASSISTANCE IN OBTAINING “NO-FEE” PASSPORTS. MR. INOCENTE PEREZ IS THE PASSPORT AGENT AT THE PASSPORT APPLICATION SERVICES OFFICE - (361) 886-2238.

2. PHOTOGRAPHS:

YOU ARE REQUIRED TO BRING IN ONE 2” X 2” PASSPORT PHOTO (and which **MUST** be in civilian attire). Photo may be obtained in the Corpus Christi area such as at a Pharmacy.

3. You are required to bring in PROOF OF U.S. CITIZENSHIP:

IF BRINING IN THE ORIGINAL BIRTH CERTIFICATE, it **MUST** contain the following information:

- NAME OF THE CHILD
- FULL NAME OF THE PARENT(S)
- DATE OF BIRTH
- PLACE OF BIRTH
- DATE CERTIFICATE FILED IN THE REGISTRAR’S OFFICE (**MUST** be within one year of birth)
- SIGNATURE OF REGISTRAR AND AUTHORIZED SEAL OF REGISTRAR’S OFFICE (Seal may be RAISED, EMBOSSSED, IMPRESSED, OR MULTICOLORED).

*****PLEASE NOTE THAT HOSPITAL BIRTH CERTIFICATES ARE NOT AN ACCEPTABLE FORM OF PROOF OF U.S. CITIZENSHIP.*****

IF YOU DO NOT HAVE THE BIRTH CERTIFICATE, BUT YOU HAVE A PREVIOUSLY ISSUED U.S. PASSPORT, THAT IS A VALID FORM OF PROOF OF U.S. CITIZENSHIP.

IF YOU OR YOUR FAMILY MEMBERS WERE BORN ABROAD, YOU OR YOUR FAMILY MEMBERS CAN SUBMIT THE BIRTH ABROAD CERTIFICATE ISSUED BY THE AMERICAN EMBASSY AND/OR UNITED STATES CONSULATE.

IF YOU ARE NATURALIZED U.S. CITIZEN, PLEASE BRING THE ORIGINAL CERTIFICATE OF NATURALIZATION AS IT MUST BE SUBMITTED TO THE

DEPARTMENT OF STATE TO OBTAIN THE “NO-FEE” PASSPORT. THIS IS PROVIDED, OF COURSE, THAT YOU DO NOT HAVE OTHER FORM OR PROOF OF U.S. CITIZENSHIP.

The Department of State will return your Naturalization Certificate once the “No-Fee” Passport is issued.

*****Please bring any passport (TOURIST OR NO-FEE, VALID OR EXPIRED) that has been issued to you and is in your possession even if it is not being submitted as proof of citizenship just to prove who you are. For minors under the age of 16, most recently issued passport must be submitted as part of the application package, otherwise the application will be returned by the State Department.**

4. YOU MUST ALSO SUBMIT A DS-11: (PASSPORT APPLICATION). THE DS-11 IS THE REQUIRED FORM YOU NEED TO SUBMIT TO ACQUIRE A “NO-FEE” PASSPORT.

PLEASE COMPLETE THE DS-11 online at WWW.TRAVEL.STATE.GOV.

- All information should be filled in to include optional items; these items are needed by the passport agent to complete their portion of your application such as: Middle Name, Suffix (if applicable), Email Address, and Phone Number. **DO NOT LEAVE ANY BLOCKS BLANK ON THE DS-11.**
- In the “Mailing Address” section (Block 8), you **MUST** use the following address:

**PERSONNEL SUPPORT DETACHMENT
10461 D STREET SUITE 105
CORPUS CHRISTI, TX 78419**

In Care Of: Passport Representative

In “Is This Your Permanent Address?” you **MUST** answer “No”

- In the “Are you known by other names” section (Block 9), only list previous official names such as a maiden name. Do **NOT** list nicknames.
- In the “Permanent Address” section (Block 17), you will enter your physical address or what you consider your Permanent Address.
- For the sole purpose of obtaining “No-Fee” Passport, **you MUST answer “No” in block 21 and 22**, where it asks you “Have you ever applied for or been issued a U.S. Passport Book or Card?” If you answer “Yes” in these blocks, the Passport Application Wizard will take you to another form, which is the DS-82 and which will consequently result in you applying for a Tourist Passport as opposed to a “No-Fee” Passport. **Please note that you still have to bring all previous passports (tourist or no-fee, valid or expired) to our office here at PSD Corpus Christi and to Mr. Inocente Perez, who is at the Passport Application Services Office in the Corpus Christi area for his review.**

Once you review all the information, click on the “**Next**” button and then select option for “**Passport Book**”. **It will show a fee of \$110.00 but you will NOT have to pay this fee nor enter any credit card information.** However there will be a processing fee of \$25 per applicant because your application is being processed by a non-DOD Passport Agent. Continue on to click on “**Next**” button then select that you have read and acknowledge the steps and information contained above. Select “**Create Form**” and then print the **DS-11**.

After printing, the DS-11 it MUST have a 2-D bar-code in the top left corner of page 1 of 2 or it will NOT be accepted.

All Children **MUST** be present for application processing.

Children 16 years of age or older **MUST** execute their own passport application. **Children under age 16 MUST have both birth parents present.** If only one parent is available, please contact us at (361) 961-1036 for more information.

5. PLEASE BRING IN AN IDENTIFICATION CARD such as MILITARY ID CARD (for all active duty and dependents) or CAC CARD & DRIVER’S LICENSE (for all civil service employees and dependents).

6. SOCIAL SECURITY NUMBERS: FOR ALL APPLICANTS

(Federal Tax Law SECTION 6039E of the Internal Revenue Code of 1986 Requirement)

Please direct all questions relative to “No-Fee” Passports and Visa to:

Passport Representative

Personnel Support Detachment

10461 D. Street, Suite 105

Corpus Christi, TX 78419

COM: (361) 961-1036

DSN: 861-1036

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