

**NO-FEE PASSPORT REQUIREMENTS  
MUST BE A U.S. CITIZEN BY BIRTH OR NATURALIZATION**

Passport and Visa information: Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>

DOD Passport Matters: <https://passportmatters.hqda.pentagon.mil/>

**CALL OUR PASSPORT APPOINTMENT ONLY LINE  
MONDAY-FRIDAY 0800-1400 AT 619-556-5068 TO MAKE AN APPOINTMENT**

We are located on the NAVSTA commissary complex BLDG 265, RM 111, on the hill behind Navy Federal Credit Union.

Passport Processing Time is approximately 9 weeks. Visa Processing Time can take up to 3 months.

**If you have a CURRENT or EXPIRED No-Fee Official Passport, you must submit it at the time of application.**

**1. ORDERS: BRING A COPY FOR EACH APPLICATION**

- a. PCS orders
- b. OVERSEAS SCREENING REQUIREMENT NOTIFICATION MESSAGE (Letter of Intent)
- c. TAD orders
- d. **Letter in Lieu of Orders** typed on Command Letter Head and signed by CO.  
**By direction will not be accepted.** Letter must state the country and have sufficient documentation that shows the request is justified. A memo in lieu of orders for the entire mission set that has sufficient detail to issue the passport. Sufficient detail can be order number and country requirement, exercise name and country requirement, or a request that shows historical mission requirements for like missions where the last unit sent members out to the country listed.
- e. **Ensure the same country is listed on all orders, letters, DS 11 or DS 82, and the DD Form 1056.**
- f. Provide any other information or documents requested.
- g. **Dependents MUST be listed in the orders or Overseas Screening Letter of Intent**

**2. DD FORM 1056: FORM MUST BE TYPED IN BLACK INK.**

- a. Your Admin or Personnel Office MUST sign the DD Form 1056 **within 30 days of submission** to NAVPTO
- b. Block 13 (DESTINATION) MUST match Block 18 on the DS 11 or DS 82 Form.
- c. Block 18f: **“Signing for” or “By Direction” is NOT authorized. Contractors are NOT authorized to sign. SIGNATURE MUST BE IN BLUE INK.**
- d. Block 8b: Applicant’s email address MUST be typed in this block.
- e. You must submit the **ORIGINAL** DD FORM 1056.

**3. PASSPORT APPLICATION FORMS: MUST have a 2D bar code in the upper LEFT corner**

- a. DS 11 (Required for all first-time applicants, all minors 15 years old or younger, and applicants who are not eligible to use the DS 82).
- b. DS 82 (Renewal Application if you already have a No-Fee passport): You must surrender your current OFFICIAL NO-FEE passport even if it has expired.
- c. ALL passport applications **MUST** be completed online at <https://travel.state.gov/content/passports/en/passports/forms.html>
- d. Once you have accessed the web page:
- e. Click on **“FORM FILLER”** for the appropriate application DS 11 or DS 82.
- f. See page 3 for the Step-by-Step instructions on how to fill out the DS 11 or DS 82.

**4. PHOTOGRAPH: NAVPTO does NOT take pictures or CUT pictures.**

- a. Photos must be taken at an official passport picture site (i.e. Walgreens, Costco, CVS, Kinko’s, Sear, Walmart, etc.)
- b. Two recent passport photos (must be cut 2 inches x 2 inches) and when the photo is cut, there should be 1/4 inch from the top of the head to edge of the photo.
- c. You must be in conservative civilian attire. The background of the photo must be plain white or off white.
- d. Everything from the neck line down needs to be covered. Remove eye glasses for photo and do **NOT smile**.
- e. **NO** bare shoulder, **NO** Khaki shirts, and **NO** civilian or military uniforms will be accepted.
- f. **Photo must have been taken within 6 months of the date of your passport application.**
- g. Photo **previously used/submitted to the State Department for any other type of passport such as a tourist** or other type of official passport are **NOT** acceptable and will be rejected by the State Department.

**5. ORIGINAL MARRIAGE CERTIFICATE IF NAME WAS CHANGED**

6. **PROOF OF CITIZENSHIP:** All documents submitted must be an **ORIGINAL** document and it **MUST** be submitted and mailed with your application to the State Department (**NO EXCEPTIONS**).
- a. Original U.S. Birth Certificate. It must contain the following information:
    1. Name of child
    2. Date of birth
    3. Place of birth
    4. **Full names of both parents**
    5. **Date certificate filed in the registrar's office (should be within one year of birth)**
    6. Signature of registrar and authorized seal of registrar's office; seal may be raised, embossed, impressed, or multicolored
    7. Name changes required a certified copy of court order with a seal, date, and judges signature
- NOTE: Hospitals or CA, GA, or TX state abstract birth certificates are NOT accepted as proof of citizenship.**

- b. Original Naturalization Certificate
- c. Original Certificate of Citizenship
- d. Current U.S. Passport
- e. Expired U.S. Passport (within 15 years)
- f. **DO NOT use your TOURIST passport as proof of citizenship if you will need it to travel.**

7. **CHILDREN MUST BE PRESENT FOR APPLICATION PROCESSING.**

- a. Children 16 years of age or older must execute their own passport application **and have a government or MIL ID**
- b. Children **under** the age of 16 must **have BOTH biological or adoptive parent(s) present.** If only one parent is available, the absent parent **MUST** submit an **ORIGINAL** notarized consent form **DS 3053** (downloadable at <https://travel.state.gov/content/passports/en/passports/forms.html>) include a copy of the **front and back of the ID card provided to the Notary Office for the absent parent.**
- c. If you are divorced, bring the original copy of the divorce decree and note you will **ALSO need a DS 3053** unless you have 100 percent full custody.
- d. **For children 15 years of age and younger the Original Birth Certificate must ALWAYS be submitted even if the child has previously been issued a passport.**
- e. If in possession of a tourist passport, bring it at time of application.
- f. For **adopted children** bring the original adoption decree. If it is written in a foreign language **you must submit a notarized translated copy.**

8. **IDENTIFICATION:** Bring a copy one of the following **unexpired IDs** with the front and back of the ID Xeroxed onto the same side of one piece of paper): Driver's License, Passport, or Military CAC ID

9. **SOCIAL SECURITY NUMBERS:** Are required on the applications for each person applying for a passport or visa.

10. **LOST PASSPORTS:** If you lost your previous No-Fee passport, **you must submit a DS 64** along with a DS11 application.

### **BASIC VISA INFORMATION**

Some countries require a Passport and a Visa. Consult the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/> and Department of Defense Passport Matters at <https://passportmatters.hqda.pentagon.mil/> for details.

- a. A "No-Fee" Visa cannot be affixed in Tourist Passport except for the following government employees traveling to Taiwan or a contractor working for the U.S. Government traveling to Saudi Arabia.
- b. Official passports must have enough pages to affix the requested visas.
- c. Official passport must be signed **prior** to submitting a Visa application.
- d. Ensure applicant submits the proper Visa application for the countries being visited. Follow guidance listed in the Passport Matters website for the country to which you will be traveling.
- e. Foreign nationals must contact the embassy of the country you will be visiting for specific requirements prior to traveling.
- f. We cannot release the passport and visa for people traveling to Italy until we verify all the transportation documentation for flights.

## STEP-BY-STEP INSTRUCTIONS FOR FILLING OUT THE PASSPORT APPLICATION

**DS 11 Step by Step (First time NO-FEE PASSPORT applicant)**

- Click DS 11 Form Filler
- Click and agree to the Privacy Disclaimers
- Click “SUBMIT” on complete forms online
- Complete About the Applicant click “NEXT”
- Complete Contact Information click “NEXT”
- Complete Travel Plans click “NEXT”
- Complete in case of Emergency click “NEXT”
- Have you been issued any of the following click “NONE” (even if you have a tourist passport)
- Complete Applicants Parent & Spouse Information click “NEXT”
- Are you known by any other name if so fill in the correct name click “NEXT”
- Review form and verify all info is correct Click ”NEXT”
- Passport options click “PASSPORT BOOK” and click “NEXT” (You will not be charged for this passport)
- Scroll; to the bottom and Agree to the Acknowledgement and click “NEXT”
- Click “CREATE FORM” (bottom left of the page)
- “SAVE AS” for later reference
- Print form
- Bring the application with you to your passport appointment, and ensure you have a **2-D BARCODE** on the **TOP LEFT CORNER** of the first page of the application. If you do not have a barcode your application will not be accepted.

**DS 82 STEP-BY-STEP (NO-FEE Passport Renewal)**

- Click DS 82 Form Filler
- Click and agree to the Privacy Disclaimers
- Click “SUBMIT” on complete forms online
- Complete About the Applicant click “NEXT”
- Complete Contact Information click “NEXT”
- Complete Travel Plans click “NEXT”
- Complete in case of Emergency click “NEXT”
- Have you been issued any of the following click “PASSPORT BOOK”
- Do you have it in your possession click “YES”
- Fill in the additional required information and click “NEXT”
- Was the data printed correctly click “YES”
- Was your name changed since your most recent issue “YES” or “NO”
- Are you known by any other name if so fill in the correct name click “NEXT”
- Review form and verify all info is correct click “NEXT”
- Passport options click “PASSPORT BOOK” and click “NEXT” (You will not be charged for this passport)
- Scroll; to the bottom and Agree to the Acknowledgement and click
- Click “CREATE FORM” (bottom left of the page)
- “SAVE AS” for later reference
- Print form
- Bring the application with you to your passport appointment, and ensure you have a **2-D BARCODE** on the **TOP LEFT CORNER** of the first page of the application. If you do not have a barcode your application will not be accepted.

Sample Passport Expedite Memorandum  
(Your Unit Letterhead)

DATE

MEMORANDUM FOR DEPARTMENT OF STATE

Passport Services, Special Issuance Agency  
Official Travel Branch  
ATTN: Ms Battie Stewart

FROM: Organization

Complete Mailing Address

SUBJECT: REQUEST FOR EXPEDITE PROCESSING OF PASSPORT APPLICATION

1. Request for expedite processing for the following passport application(s):

Individual's Full Name                      SSN                      DOB

(As completed on application)

2. Individual(s) will depart CONUS on date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified date notified that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel.

3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification.; NOTE: If individual has an official passport and it was not renewed 6 months prior to its expiration, then an explanation is required.)

4. Travel cannot be postponed to a later date because state reason travel date cannot be altered).

5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN phone number.

SIGNATURE BLOCK

(Signature, Commander)

(General Officer or SES Equivalent)

(example: RDML/O7/USN)

**DIRECTIONS FOR COMPLETING EXPEDITE MEMO**

\*Replace All Italicized/Underlined Text

\*One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application.

\*Memo must be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. However, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature.

\*The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.

**\*\*All requests for expedite processing of passports must be accompanied by travel orders or copy of airline tickets. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.\*\***

**LATEST UPDATE FROM Department of State:**

From: Barker, Adam S@state.gov

Sent: Wednesday, November 30, 2016 12:33 PM

Subject: [Non-DoD Source] Expedite Memorandum Guidance

DoD Agents,

SIA/DOS is receiving an influx of expedite memorandums with the incorrect signature authority. **All Expedite letters must be signed by an O-7/SES.** The only other exception is when an O-7/SES is not available to sign, the signature authority will then go to an O-6 or the installation commander with a justification as to why it wasn't signed by an O-7/SES in the body of the memo. **Within the signature block you are to put the Rank /Grade of the signature authority.** Do NOT put the Title only. SIA does not know what a "Director" or a "Chief of Operations" means. However, if you do include the title, it must also include the Rank/Grade. If these guidelines are not followed, all applications will no longer be considered Expedite and will be processed as Routine. These guidelines were put in place by DoD/DET and can be found in the Passport Training Handbook, 1 Aug 99 (Revised 8 Mar 00) [https://passportmatters.hqda.pentagon.mil/Docs/Training\\_Handbook/chap12.htm](https://passportmatters.hqda.pentagon.mil/Docs/Training_Handbook/chap12.htm)