NO-FEE PASSPORT REQUIREMENTS

1. DD FORM 1056:
AUTHORIZATION TO APPLY FOR NO-FEE PASSPORT/VISA (**MUST BE ORIGINAL, TYPED & SIGNED IN BLUE INK**)

2. PHOTOGRAPHS:
TWO (2) IDENTICAL 2" X 2" PASSPORT PHOTOS (**must** be in civilian attire and taken within the last 6 months)

Photos are no longer available on Naval Station Norfolk or Naval Air Station Oceana.
Photos may be obtained in town at various locations such as Walgreens, Eckerds, Kinkos, Sears, etc....

3. PROOF OF CITIZENSHIP:

ORIGINAL BIRTH CERTIFICATE (Must contain the following):
NAME OF THE CHILD
DATE OF BIRTH
PLACE OF BIRTH
FULL NAME OF PARENT(S)
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, EMBOSSED, IMPRESSED, OR MULTICOLORED).
HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE.

OR
PREVIOUS PASSPORT (MUST BE A FULL VALIDITY PASSPORT) (Tourist-10yrs) (No-Fee–5yrs)
***NOTE: IF IN POSSESSION OF A TOURIST PASSPORT, PLEASE BRING IT IN FOR INFORMATIONAL PURPOSES EVEN IF IT IS NOT BEING SUBMITTED AS PROOF OF CITIZENSHIP.
OR
ORIGINAL CERTIFICATE OF NATURALIZATION (MUST BE THE ORIGINAL)
All proof of citizenship submitted will be mailed with application to the State Department (NO EXCEPTIONS) and will be returned with the completed passport.
***** All applicants under the age of 18 must submit an original birth certificate *or* a copy of the birth certificate if submitting a passport as proof of citizenship.**
*****Please bring any passport (TOURIST OR NO-FEE, VALID OR EXPIRED) that has been issued to you and is in your possession.**

4. DS FORM 11: (PASSPORT APPLICATION)
MUST be completed online at **WWW.TRAVEL.STATE.GOV**.
ONCE YOU HAVE ACCESSED THE WEB PAGE, CLICK ON THE **PASSPORTS BUTTON** (TOP/MIDDLE), THEN **CLICK** THE **BUTTON THAT SAYS "FORMS"** (LEFT/MIDDLE). ." DO **NOT** CLICK ON "PASSPORT APPLICATION: DS-11." THEN CLICK THE LINK THAT STATES, "**PASSPORT APPLICATION WIZARD**. CHECK THE DISCLAIMER BOX AND THE SUBMIT BUTTON. NOW CLICK THE SUBMIT BUTTON UNDER THE "APPLY ONLINE" OPTION. NOW ENTER ALL YOUR PERSONAL INFORMATION. **PLEASE LEAVE THE TRAVEL PLANS SECTION BLANK. ***NOTE***** EVEN IF YOU HAVE PREVIOUSLY BEEN ISSUED A U.S. PASSPORT, IN THE FIELD THAT ASKS "*HAVE YOU BEEN ISSUED ANY OF THE FOLLOWING: PASSPORT BOOK/PASSPORT CARD/BOTH/NONE, PLEASE CHECK" NONE".* PLEASE BRING ANY AND ALL PREVIOUSLY ISSUED U.S. PASSPORTS (TOURIST OR NO-FEE/VALID OR EXPIRED) WITH YOUR APPLICATION. AFTER ALL INFO IS REVIEWED, CLICK THE "NEXT BUTTON" AND THEN CLICK THE OPTION FOR PASSPORT BOOK FEE ($110.00) **ONLY**. (YOU WILL **NOT** BE CHARGED!) CLICK THE "NEXT" BUTTON, THEN CLICK THE ACKNOWLEDGEMENT BOX, THEN CLICK THE "CREATE FORM" BOX, AND THEN PRINT THE DS-11.

After printing, (*single side only*) the DS-11 MUST have a 2-D bar-code in the top left corner of page 1 of 2 or it will NOT be accepted. NO EXCEPTIONS!!!

All applicants (including children) must be physically present for DS-11 application processing. NO EXCEPTIONS!
Children 16 YRS. 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 445-4416/4409 FOR GUIDANCE).

5. IDENTIFICATION:
MILITARY ID CARD (for all active duty and dependents)
CAAC & DRIVER'S LICENSE (for all civil service employees and dependents)

6. SOCIAL SECURITY NUMBERS/CARDS: FOR ALL APPLICANTS
(Federal Tax Law SECTION 6039E of the Internal Revenue Code of 1986 Requirement)

FOR FURTHER INFORMATION, PLEASE CALL (757) 445-4416/4409
CUSTOMER SERVICE HOURS ARE 0730-1500 MONDAY – FRIDAY
WE ARE LOCATED AT 1278 FRANKLIN STREET (Bldg S-29) NAVAL STATION NORFOLK

Rev 04/2011
Effective October 12, 2011