

## INSTRUCTIONS/DOCUMENTATION REQUIRED FOR OFFICIAL/NO-FEE PASSPORT

**COMMAND:** DD Form 1056, Blocks 1-16g, typed and signed in blue ink by requesting official. Form can be obtained at <http://www.cnic.navy.mil/PearlHarbor-Hickam/InstallationGuide/PersonnelSupportDetachment/index.htm>, "Forms", "NAVPTO".

**NOTE:** For active duty military personnel, block 11 must be a destination that requires possession of an official passport. Check <https://www.fcg.pentagon.mil/fcg.cfm> for specific country requirements.

**APPLICANT:** Completed Passport Application.

Go to <https://pptform2.state.gov>. Check box "I have read..." and submit to access Online Passport Application. Click on "Apply Online", complete form, submit and create form. Appropriate form, DS-11 or DS-82, with barcode on upper left side of page5 will be generated. Print but **DO NOT SIGN!**

**NOTE: Your most current passport must be submitted if using the DS-82. If you wish to retain your tourist passport and submit another form of citizenship, i.e., birth certificate, expired passport, select "No" in block 21 ("Have you ever applied for or been issued a U.S. Passport Book"). After form is printed, you may annotate any information regarding your valid tourist passport.**

**NOTE:** If you currently hold an expired/valid **Official** passport, AND a valid tourist passport, the **Official Official** passport **must** be submitted.

IF YOU HAVE ANY QUESTIONS COMPLETING THE FORM, PLEASE CALL US AT 471-2405, x5404 or x5406.

- One (1) passport-sized pictures (2"x2") taken within the last 6 months. Uniforms must **NOT** be worn (military or military-like attire is unacceptable).

Proof of U.S. citizenship in **one** of the following forms:

- Original or certified copy of birth certificate from the Bureau of Vital Statistics in the applicant's birth State. Birth certificate **must** show the full name of the parent(s). HOSPITAL birth certificates will **NOT** be accepted.
- Previous full validity U.S. passport, valid or expired.
- Naturalization Certificate – ORIGINAL
- Consular Report of Birth – ORIGINAL

**NOTE:** Proof of Citizenship **must** be submitted along with the application and will be returned with the official passport.

- Government issued picture identification card and copy of same, front and back.

ALL APPLICANTS MUST APPEAR IN PERSON TO APPLY FOR PASSPORT.

**CHILDREN UNDER 16 YEARS OF AGE MUST SUBMIT BIRTH CERTIFICATE TO SHOW PARENTAL RELATIONSHIP AND BOTH NATURAL PARENTS MUST BE PRESENT TO SIGN APPLICATION. IF ONE PARENT CANNOT BE PRESENT, A NOTARIZED CONSENT FORM (DS-3053) ALONG WITH A COPY OF BOTH SIDES OF HIS/HER GOVERNMENT ISSUED PICTURE ID.**

**PASSPORT APPLICATIONS ARE ACCEPTED MON-FRI, 0730-1500 (EXCEPTION WED 1000-1500)**