**\*\*PROCESSING TIME: 8-10 WEEKS \*\***

|  |  |
| --- | --- |
| Office Location | Building 5699 Camp Foster IPAC |
| Office Service | Walk In Only, No Appointments |
| Office Hours | Monday – Wednesday and Friday 0730-1630, Thursday 0730-1400 Closed all Federal Holidays  |
| Office Numbers | 645/9848/ 9847/ 9842 or 098-9709842 |
| Email | Ipac\_campfoster\_passport@usmc.mil |

**INITIAL NO-FEE PASSPORT:** (Requirements for age 16 and older and applicants who do not possess any type of U.S Passport)

* **COMPLETE, TYPE** and **PRINT** **FORM DS-11** passport application at [**https://pptform.state.gov**](https://pptform.state.gov/)/\*\*NO EXCEPTIONS\*\*

 **\*Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode\***

**DO NOT use DS-11 if you have a current tourist passport or no-fee dependent passport issued within the last 10 years. (Use checklist below for renewal of no-fee passport)**

* Two 2x2 colored photo (With a white background taken within the last 6 months)
* NO GLASSES in your new U.S Passport Photo as of 01 November 2016
* For no-fee passport photos go to COMSTRAT (Bldg. 478) Camp Foster
* For photo booth photos from the BX, select “2 Photos in 1 Sheet”
* **Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box):

 **HQSPTBN MCB (Attn: Passport) UNIT 35002**

**FPO AP 96373-5002**

When wizard asks “Is this your permanent address?” Select “No”

For permanent address, use physical state-side home address, NO PO Boxes (you may use relative’s address or someone you can trust to receive correspondence from Department of State).

* Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)
* **Unacceptable Birth Certificates**
	+ Hudson County, Jersey City, NJ
	+ California Short-Form/Birth Abstract
	+ Brunswick County, NC issued before May 1, 2009
	+ Texas Short-Form/Birth Abstract issued before March 2003
	+ Puerto Rico issued before July 1, 2010
	+ Notarized Copies
* One Copy of Proof of U.S Citizenship
* Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)
* Front and Back copy of ID card (Valid State issued I.D) \*\*must be on the same page\*\*
* \*applicant age of 17 and 16- \* Parent’s statement of consent and their ID card copy(if parents can’t be at present)
* \***Active Duty Dependent**\* AF Form 899 or Command Sponsorship Letter.

\***DoD Civilian Dependent**\* Please bring in your letter of employment.

**RENEWAL No-Fee PASSPORT and MEMBERS WHO POSSESS A TOURIST PASSPORT ISSUED AFTER THE AGE OF 16**

* **COMPLETE, TYPE** and **PRINT** **FORM DS-82** passport application at [**https://pptform.state.gov**](https://pptform.state.gov/)/\*\*\*\*NO EXCEPTIONS\*\*

**\*Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode\***

* Two 2x2 colored photo (With a white background taken within the last 6 months)
* NO GLASSES in your new U.S Passport Photo as of 01 November 2016
* For no-fee passport photos go to COMSTRAT (bldg 478) Camp Foster
* For photo booth photos from the BX, select “2 Photos in 1 Sheet”
* : Photos: 2x2 with white background must be taken within 6 months. Kimono Photo
* **Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **HQSPTBN MCB (Attn: Passport) UNIT 35002**

**FPO AP 96373-5002**

* When wizard asks “Is this your permanent address?” Select “No”

For permanent address, use physical state-side home address, NO PO Boxes (you may use relative’s address or someone you can trust to receive correspondence from Department of State).

* Bring in the most Current and/or Expired Passport (No-Fee Dependent and Tourist)
* Use most currently issued passport in filling out DS-82, (e.g. if your tourist passport is issued 2 Jun 2018 and your official passport was issued 2 May 2017, use tourist passport information as this is the most current passport that Department of State issued to you).
* Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)
* Front and Back copy of ID card (Valid State issued I.D) \*\*must be on the same page\*\*
* \***Active Duty Dependent**\* AF Form 899 or Command Sponsorship Letter

\***DoD Civilian Dependent**\* Please bring in your letter of employment.

**Requirements for UNDER 16 years old or any applicants whose passport was issued before the age of 16 ( INITIAL AND RENEWAL )**

* **COMPLETE, TYPE** and **PRINT** **FORM DS-11** passport application at [**https://pptform.state.gov**/](https://pptform.state.gov/) \*\* \*\*NO EXCEPTIONS\*\*

**\*Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode\***

* Two 2x2 colored photo (With a white background taken within the last 6 months)
* NO GLASSES in your new U.S Passport Photo as of 01 November 2016
* For no-fee passport photos go to COMSTRAT (bldg 478) Camp Foster
* For children, please use BX Photo Studio or Public Affairs Studio services as photo booths may not have correct passport dimensions for children
* **Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **HQSPTBN MCB (Attn: Passport) UNIT 35002**

**FPO AP 96373-5002**

* When wizard asks “Is this your permanent address?” Select “No”

For permanent address, use physical state-side home address, NO PO Boxes (you may use relative’s address or someone you can trust to receive correspondence from Department of State).

* Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)
* One Copy of Proof of U.S Citizenship
* Bring in the Most Current and/or Expired passport (No-Fee Dependent and Tourist)
* Use most currently issued passport in filling out DS-11, (e.g. if child’s tourist passport is issued 2 Jun 2018 and no-fee passport was issued 2 May 2017, use tourist passport information as this is the most current passport that Department of State issued to your child).
* Front and Back copy of parents ID card (State issued ID) \*\*must be on the same page\*\*

|  |  |
| --- | --- |
| USMC | Orders, Area, Clearance, DEER’s (Dependency Proof) , Extension Paperwork |
| USN | Orders, Dependent, Entry Approval, Extension Paperwork |
| USA | Orders, Dependent Clearance, Extension Paperwork |
| USAF | Orders, Command Sponsorship, Extension Paperwork  |
| Civilian/ DoD/DoDEA | Letter of Employment, Certificate of Employment, Letter of Authorization, SF-50, DD Form 1614 (Travel Orders) Local Hires Please see Note 2.  |
| Contractors Dependents | Orders, Dependent Clearance, Extension Paperwork  |

**Note:** Child/Children and both parents must be present during process. If either parent cannot be present, the appearing parent will need to provide a photocopy of the non-applying parent’s ID and a notarized form **DS-3053** Statement of Consent or form **DS-5525** Statement of Exigent/Special Family Circumstances. The US State Department will not accept faxed or scanned copies of documents.

**For LOST/STOLEN:** Initial Passport Application requirements plus (+) **Form DS-64**

**For NAME CHANGE:**

* If the passport is less than a year old from the issued date, processing fee is FREE. Use Form **DS-5504** + original proof of name change + one (1) 2X2 colored photo.
* If it’s more than a year old, follow requirements for renewal + original proof of name change. (Applicable for name change e.g. marriage certificate, divorce decree, adoption

decree and court order)

Per Foreign Clearance Guide: <https://www.fcg.pentagon.mil/fcg.cfm> Section 1:

**NOTE 2: ATTENTION FOR DoD LOCAL HIRES - Generally, locally hired US citizens use their Regular fee (blue tourist) Passports when performing official USG travel.**

1. In extraordinary circumstances, DOS may authorize issuance of an Official Passport to a locally hired US citizen for official travel to a third country when such travel cannot be accomplished with a Regular fee (blue tourist) Passport.
2. Any such request by personnel assigned to eligible positions must provide adequate justification in support of the new position and coordinated through the US Army IMCOM DoD Passport Services Division Customer Service Desk, phone: 1-703-545-0003 / 0004.

**\*Government computer, personal computer and mobile phone accessible**