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

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| --- | --- |
| 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](mailto:usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@army.mil), phone: 1-703-545-0003 / 0004.

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