

DEPENDENT PASSPORT GUIDANCE

FEBRUARY 2015

FOR FURTHER INFORMATION PLEASE CALL OUR OFFICE AT 580-442-4853 OR 5410

Dependents of the U.S. Military and D.A. Civilians may begin the process of applying for their Military No Fee Passports as soon as their Sponsor has received their overseas assignment. Please read and bring the following documents to our office at Building 4700 Room 107. **THE CURRENT PROCESSING TIME FOR PASSPORT'S IS 6-8 WEEKS. WALK-INS ARE AVAILABLE FROM 0730-1500 HRS.**

ALL APPLICANTS (INCLUDING CHILDREN) MUST BE PRESENT WHEN APPLICATIONS ARE BEING APPLIED FOR.

THE FOLLOWING (8) DOCUMENTS BELOW ARE THE REQUIREMENTS TO APPLY FOR NO FEE MILITARY PASSPORTS.

1. **Please provide one of the following: Orders, RFO/ERB or your completed DA 5888 and DA4787 from your levy briefing.**
2. **DS-11 OR DS-82.** Please see 2nd page for instructions. It must be typed out, not handwritten. Must show 2nd barcode.
3. **PHOTO COPY OF ALL MILITARY ID CARDS FRONT AND BACK (MANDATORY FOR MILITARY NO FEE GOVERNMENT PASSPORTS)**
4. **PHOTO COPY OF DRIVERS LICENSE FRONT AND BACK**
5. **PHOTO COPY OF ALL SOCIAL SECURITY CARDS**
6. **MARRIAGE LICENSE-ORIGINAL (WILL BE RETURNED WITH PASSPORT)**
7. **2 PASSPORT PHOTOS (4) if visa is involved...WHITE OR OFF WHITE BACKGROUND ONLY TO BE TAKEN IN CIVILIAN CLOTHES. PHOTOS CAN BE TAKEN FOR FREE AT THE DA PHOTO LAB ON FT. SILL, BUILDING 3162 PH: 580-442-4294. Please call to see if someone is available for photos NO ATTIRE THAT GIVES THE BARE SHOULDER APPEARANCE. THEY ARE NOT AUTHORIZED FOR PASSPORT PHOTOS.**
8. **ORIGINAL STATE CERTIFIED BIRTH CERTIFICATE, NATURALIZATION CERTIFICATE OR PREVIOUS PASSPORT (NO COPIES)**

NO ABSTRACT BIRTH CERTIFICATES BIRTH CERTIFICATES MUST CONTAIN PARENTS NAMES, FILE NUMBER, FILE NAME AND FILE DATE.

To obtain a **NEW BIRTH CERTIFICATE**, please visit this website <http://www.cdc.gov/nchs/w2w.htm>. Save the receipt, it is reimbursable if you annotate it on your travel voucher once you arrive in country.

To obtain a **BORN OF BIRTH ABROAD** certificate, please contact the Passport Vital Records Office in Washington, D.C. at 202-955-0307 or visit the following website at www.travel.state.gov/vital_records_services.html. FS 240 will be issued. Cost is \$50 per copy unless otherwise fees change.

NOTE: If any minors have a tourist passport or previous military passport, please bring those to our office along with birth certificate.

ADDITIONAL DOCUMENTATION IF REQUESTED

IF ONLY ONE PARENT APPEARS IN PERSON, THEY MAY SIGN THE APPLICATION IF HE/SHE CAN PROVIDE ONE OF THE FOLLOWING:

- A. **A DS 3053 NOTARIZED SIGNED STATEMENT FROM THE ABSENT PARENT CONSENTING TO THE ISSUANCE OF A PASSPORT FOR A MINOR CHILD. INCLUDE A PHOTOCOPY OF THE NON-APPLYING PARENT'S ID (FRONT AND BACK WITH THE STATEMENT OF CONSENT)**
- B. **COURT ORDER OR DIVORCE DECREE GRANTING SOLE CUSTODY/ PRIMARY LEGAL CUSTODY TO THE PARENT WHO IS MAKING OUT THE APPLICATION AND WHICH DOES NOT CONTAIN RESTRICTIONS ON THE MINOR'S TRAVEL**
- C. AN **ADOPTION DECREE** WHICH LISTS THE NAME OF ONLY THE PARENT MAKING THE APPLICATION

NOTE:

If any dependent is in arrears back child support of \$2500.00 or more, based on Section 51.60 (a) (2) of Title 22 of the Code of Federal Regulations and the certificate of the Secretary of Health and Human Services (HHS), they will not be entitled to a Military No Fee Passport until the amount is satisfied.

For a list of Child Support enforcement agencies, their contact information can be found online at:

<https://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.extivdlist>

DEPENDENT APPLICATION PROCEDURES

FEBRUARY 2015

FOR FURTHER INFORMATION PLEASE CALL THE FAMILY TRAVEL OFFICE AT (580) 442-4853/5410

BEFORE COMING TO THE PASSENGER TRAVEL PASSPORT OFFICE LOCATED IN BLDG 4700- SUITE 107E, PLEASE READ AND FOLLOW THE PROCEDURES FOR APPLYING FOR A PASSPORT BELOW: This application must be typed out online. EVERYONE MUST BE PRESENT WHEN APPLYING FOR THE PASSPORT

STEP 1: Go to <https://pptform.state.gov/> [Be sure to add the "s" at the end of the http] (if this site is down, you may go to travel.state.gov) Check the Privacy Statement box. Then click "Submit" then Hit the "submit" button for "Apply Online"

STEP 2: Fill in the required information for "each" passport applicant. **CONTACT INFORMATION:**

"WHERE SHOULD PASSPORT BE MAILED TO". Please enter the following address below.
DO NOT!!!!!!! put your home address where you are currently living at. The next step will ask you to put in your home address or permanent address.

STREET:	4700 MOW WAY ROAD
APT/SUITE:	SUITE 107 E
CITY:	FORT SILL
STATE:	OK
ZIP:	73503
IN CARE OF:	LRC TRANSPORTATION OFFICE

STEP 3: Check the box "Not Your Permanent Address". This will open up another box to enter in the current home address, phone and email.

STEP 4: TRAVEL PLANS:

Enter the Date of your Trip (the month you are due in country)
Enter the number of years you will be in country
Enter the country being sent to (for Alaska, type in both Alaska/Canada)

STEP 5: ENTER YOUR EMERGENCY CONTACT INFORMATION

STEP 6: YOUR MOST RECENT PASSPORT INFORMATION.

If you have had a previous OFFICIAL OR MILITARY NO FEE PASSPORT, PLEASE SELECT PASSPORT BOOK and enter the information for the military passport and present that to our office. OTHERWISE YOU MAY SELECT NONE, but please bring with you.

STEP 7: ENTER PARENT & SPOUSE INFORMATION (all blanks, DOB's State of Birth please)

STEP 8: ENTER ANY ADDITIONAL NAMES YOU ARE KNOWN BY (MAIDEN NAMES, DIVORCED NAMES, ADOPTED NAMES ETC.)-next.

This takes you to a Passport Application Review where you can edit any information that is incorrect. Select "Next"

STEP 9: You will come to "PASSPORT PRODUCTS AND FEES" page. Click on the block for "PASSPORT BOOK OPTION" and hit NEXT.

(THERE IS NO CHARGE. -MILITARY PASSPORTS ARE FREE THROUGH ANY MILITARY INSTALLATION, THIS BOX MUST BE CHECKED IN ORDER TO CONTINUE WITH THE PROCESSING OF THIS APPLICATION. THIS STEP ADDS A 2ND BARCODE)

STEP 10: You should come to a "Next Steps" summary page. Scroll down and click the box stating that "you have read and acknowledge the steps contained above."

STEP 11: Click on "Create Form". Open the form and then print it out and do not sign the DS 11 or DS 82

STEP 12: Bring the UNSIGNED DS-11 OR DS-82 passport application to our office along with the following information on the next page in obtaining passport photos.