

NO-FEE PASSPORT/VISA CHECKLIST

UPON TERMINATION OF ORDERS/PCS/DISCHARGE, GOVERNMENT PASSPORT MUST BE SURRENDERED.

1. Go to the Passport website (http://travel.state.gov/passport/passport_1738.html) and on the left hand side, select Forms Passport Applications. Select the DS-11 if you never had a passport before or lost your passport. Select the DS-82 if you currently have a passport (either personal or official) that has been issued within the last 15 years and can be provided as part of your application process. Use the online link to fill out and print your application. Once you have completed the form and reviewed it you will advance to the Summary Passport Fee page. Select the Passport Book fee box of \$110.00 and click next. On the following page select the "I have read and understand" statement towards the bottom of the page and click print form.

2. Once the application is completed and printed (should have a bar code on the left side of the application), submit along with all required documents as listed below to the S-1 for processing. Do not sign any documents until you report to the S-1 for processing. At this time you will be asked to sign appropriate documents in BLUE ink.

3. You will be notified by the S-1 when the passport/visa is ready for pick-up.

<https://secureapp2.hqda.pentagon.mil/passportmatters/>: To download Visa Applications (do not use application on country embassy website!!)

<https://www.fcg.pentagon.mil/fcg.cfm>: To determine country entry requirements (most accurate)

DS-11 NEW PASSPORT

- PASSPORT APPLICATION
- ORIGINAL BIRTH CERTIFICATE
Or
NATURALIZATION CERTIFICATE
- (2) PASSPORT PHOTOS *
- COPY OF MILITARY ID **
- VISA APPLICATIONS (as req'd)
- VISA PHOTOS (as req'd)
- DD 1056 (NO FEE PASSPORT FORM)***
- DS 64 (If passport lost/stolen)

DS-82 PASSPORT RENEWAL

- PASSPORT APPLICATION
- PERSONAL/OFFICIAL PASSPORT
- (2) PASSPORT PHOTOS *
- COPY OF MILITARY ID **
- VISA APPLICATIONS (as req'd)
- VISA PHOTOS (as req'd)
- DD 1056 (NO FEE PASSPORT FORM)***

* PHOTOS MUST BE 2"x 2". HEAD SIZE MUST BE 1 3/8" (Collared Shirt)

** COPY OF MILITARY ID MUST BE THE FRONT AND BACK OF THE ID

*** THIS DOCUMENT MUST BE TYPED. A TEMPLATE WILL BE PROVIDED BY S-1.

NOTE: IF SUBMITTING ONLY FOR A VISA, SUBMIT ONLY THE DD 1056 AND APPLICABLE VISA APPLICATION(S). LIST ALL COUNTRIES TO BE VISITED ON ONE (1) DD 1056 AND SPECIFY DATES FOR EACH IN BLOCK 17. SEE TEMPLATE.

IF SUBMITTING FOR A SECOND PASSPORT, SUBMIT A DS-82, COPY OF CURRENT PASSPORT, COPY OF MILITARY ID, DD 1056 AND TWO PASSPORT PHOTOS.

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