

U.S. PASSPORT – NO-FEE & OFFICIAL APPLICATION (FORM DS-11)

(revised July 2019)

- 1) Are you an accompanied military family member or family member on DOD civilian orders?
 - 2) Was your current passport issued prior to your 16th birthday?
 - 3) Are you applying for a passport book only?
 - 4) For a naturalized citizen – Is this your first time to apply for a No-fee blue or Official U.S. passport?
- If you answer “YES” to all questions (1~3 and/or 1~4), you may use this instruction.

APPLYING FOR A NO-FEE / OFFICIAL PASSPORT - will take 4~6 weeks for completion.

This applies to dependent(s) of accompanied toured military and/or DOD states-hired sponsor.

The appointment is preferable for No-Fee blue and/or Official brown passports application. Please call at 253-5591 / 5591 /5594 for any further questions and concerns.

Required documents are listed in the following:

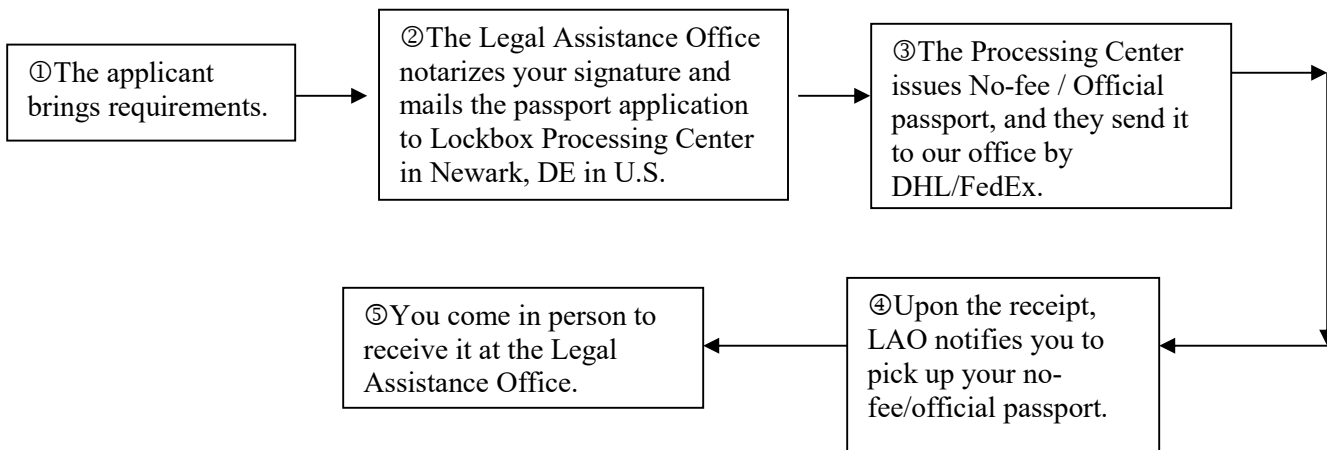
- ❶ **DS-11:** Application form. You **MUST** fill out this form on line. Sample is attached.
The web site to create the form is: <https://pptform.state.gov/PassportWizardMain.aspx> - “Form Filler”
Upon completion of all information entered, print Page 5 and 6 in separate paper, NOT double-sided.
Do not sign the form until the passport agent will be with you.
“Mailing address” of DS-11 is your FPO AP address, not address in the U.S.
- ❷ **Evidence of U.S. citizenship (original): See “Note” on the reverse.**
If your name was changed by marriage/court order, etc., attach any related document(s).
- ❸ **One (1) passport size photograph (2x2 inches): See the reverse page for more information.**
- ❹ **Your sponsor’s official order to Japan:**
Military: Original order to Japan
DOD World Wide hired civilian: DD form 1614 and/or any proof of overseas order.
- ❺ **Your (applicant’s) Military I.D. card if over 16 years old;**
For minors under 16 years old, the parents’ military/dependent ID card

If the applicant is under 16 years old, his/her **ORIGINAL** U.S. birth certificate or foreign government birth certificate that shows the parents’ names is required.

Please bring your child(ren) together along with these required documents.

The No-fee/Official passports are processed at the Lockbox Processing Center in Newark, DE.

The flow chart below shows how our office assists your regular passport application by mail.



===== **NOTES FOR YOUR INTERESTS** =====

Proof of U.S. Citizenship (NO COPY): Any documents with original signature and seal from below list:

1. Your current/expiring/expired U.S. Passport book or card issued before 16th birthday; or
2. **Certified copy** of your U.S. birth Certificate **issued by your State registrar**: It must include your full name, date and place of birth, sex, filed date, ***the full names of your parent(s)***, and the official seal or other certification of the official custodian of such records (state, or city/town office).
Please note: 1) **NO “ABSTRACT”** birth certificate issued by California for U.S. Passport purpose
2) **Texas Birth certificate (abstract)** must show **“I” after the date of file**.
A hospital record is NOT the evidence of your U.S. citizenship: It is unacceptable. In order to obtain one from your birth State, please see the note below with internet URLs for more details.
3. Naturalization certificate (original) or Certificate of Citizenship (original)
4. Consular Report of Birth Abroad, if the birth occurs outside of U.S. soil.
Note: Through internet, please try at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> ,
http://www.travel.state.gov/passport/get/first/first_825.html, <http://www.usbirthcertificate.net/>, or
<http://www.vitalchek.com/?clicked=1>

Name discrepancy: If your current first/middle/last name is different from the name on your primary evidence of U.S. citizenship, by marriage, divorce, adoption, or court order of changing/amendment, please attach the **official certified copy** of this change. Through internet, please access to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> or http://travel.state.gov/vital_records_services.html

Photograph – One color and 2x2 inch size; and must be taken **in last 6 months**, with clear, front view, full face, in civilian attire. No hat, no covers, no hair ribbon/bows on your head; **WHITE** background & **WITHOUT EYE GLASSES**. **For a baby, the eyes must be open.**

Photo can be taken at a shop/booth **at Crossroads, Communication Strategy & Operations (253-5931) or off-base:** Please see the dimension of the photo on your DS-11 application form.

Notarization (Signature): **You don’t sign on the DS-11 application form. The authorized Passport Agent will give an oath at Legal Assistance Office when you come in person.**
In order to verify if the passport agent is available, please call at 253-5591 / 5592 / 5594.

If applying for a child **under the age of 16, BOTH PARENTS MUST** come together with the child, and Passport Agent will execute the DS-11 application, in order to identify the child.

If only one parent applies, the parent must establish his/her sole custody of the child by a written document, i.e. divorce/death certificate, or have the other parent’s written consent (DS-3053). For further questions, please ask Legal Assistance Office. Or please access to <http://www.state.gov/documents/organization/212243.pdf>

Any applicant over 16 years old needs to appear in person for his/her own notarization with I.D. card.

Who mails your package? The Legal Assistance Office mails your application for No-fee blue and/or Official passport to Lockbox Processing Center in Newark, DE in U.S. The Lockbox mails the completed No-fee/Official passport book to our office by DHL/FedEx delivery. The Lockbox Processing Center will never mail your passport(s) to your address in the U.S., NOR the Legal Assistance Office will.

Useful web site for your more inquiries: <http://travel.state.gov/content/passports/english.html/>

Your passport status can be checked at <https://passportstatus.state.gov/Search>.

For any further questions, please call the Legal Assistance Office at 253-5591/5592/5594.