

**U.S. OFFICIAL PASSPORT APPLICATION (FORM DS-11)
for ACTIVE MILITARY MEMBERS**

(July 10, 2019)

APPLYING FOR AN OFFICIAL PASSPORT (DEPLOYMENT/TAD PURPOSE)

This applies to servicemembers who need an OFFICIAL passport for TAD/Deployment, as the first passport.

Required documents are listed below for Official passport (maroon cover) book.

- 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”
“Mailing address” of DS-11 is your FPO AP address, not address in the U.S.
- ❷ **Evidence of U.S. citizenship, i.e. an original birth certificate.** See “Notes” below.
If your name was changed by marriage/court order, etc., attach the related original document.
- ❸ **One (1) passport size photograph (2x2 inches):** See “Notes” below of this page.
- ❹ **PSC, TDY, TAD, RIF, RAD, TEMADD, MOB, or RFO Orders.**
In place of official orders, you may have a letter from your Unit CO; the letter must indicate the date and location of your official travel and when the passport will be needed.
- ❺ **Your Military I.D. card.**

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

Proof of U.S. Citizenship: ORIGINAL - Any documents with signature and seal from below list:

1. Your current/expiring/expired U.S. Passport book or card issued before your 16th birthday; or
2. Certified copy of your U.S. birth Certificate showing parents’ information, which should be issued at an office of vital record with the registered date and raised seal, or it may have a multicolor printed seal, with the signature of your record custodian.
**Texas Birth Certificate (abstract) must carry “I” after the date of file. Obtain a “Long” form of TX B/C
**California Birth Certificate (abstract) is not acceptable for U.S. Passport issuance purpose.
****A hospital record is UNACCEPTABLE. This document is NOT the evidence of your U.S. citizenship.**
You can order the birth certificate through internet: <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> or <http://www.vitalchek.com/?clicked=1> or your State Vital Statistics Bureau directly.
3. Naturalization certificate (original) or Certificate of Citizenship (original)
4. Consular Report of Birth Abroad (original) with parents’ information, if born abroad.

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. In order to obtain the document through internet, please try to the web sites at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> or <http://travel.state.gov/passport/get.html> .

Photograph (1): Color, 2x2 inch size, must be taken in last 6 months, with clear, front view, full face, in civilian attire, **without any eye glasses**, and with white background.

Crossroads photo booth, Communication Strategy & Operations (253-5931), or off-base photo booth.
The dimension of the photo can be found on DS-11 application form.

Other useful web site for your inquiries: http://travel.state.gov/passport/passport_1738.html

The turn-round time will be approximately five (5) to seven (7) weeks after we send it to the Lockbox in Newark DE in U.S.

Upon the receipt of your official passport, we will contact with you to pick it up in person.

For any further questions, please call the Legal Assistance Office at 253-5591/2/4.