

**U.S. OFFICIAL PASSPORT APPLICATION (FORM DS-82)
for ACTIVE MILITARY MEMBERS**

(July 10, 2019)

APPLYING FOR AN OFFICIAL PASSPORT (DEPLOYMENT/TAD PURPOSE)

This applies to servicemembers who needs an OFFICIAL (Brown cover) passport for TAD/Deployment, using *current valid/expired U.S. passport (regular or official) book or card if it is valid for 10 yrs.*

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

- ❶ **DS-82;** Application form. Sample is attached.
The web site to create the form is: <https://pptform.state.gov/PassportWizardMain.aspx> - “Form Filler”
“Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ❷ **Evidence of U.S. citizenship;** current U.S. regular fee or expiring official passport book or card issued after your 16th birthday.
If your name was changed by marriage/court order, etc., attach the related document(s).
- 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 – Your current/expiring/expired U.S. Passport book or card. The book (blue or brown cover) or card should have been issued within the last 15 years.

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 though internet, please try to the web sites at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> and/or <http://www.vitalchek.com/>.

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 (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 /5592 / 5594.