

Official Passport Information

Required Documentation

1. Passport application. Website for the application www.travel.state.gov. Print page 5 and 6 separate not front and back. **If you do not have an official passport already, you must fill out a DS-11 (the website may ask if you have an existing Passport. If so, choose "No" to proceed to the DS-11). Do NOT fill out a DS-82 (renewal application) if you only have a tourist passport. I cannot renew the tourist passport.** All applications must be typed on-line using the passport application wizard, which creates a 2D bar code on top left hand side of application. Applications received without the bar code will be rejected. This document must be typed.
2. Two Photos Uniforms or anything that looks like a uniform item will not be accepted this includes Sand T-shirts, No Glasses on face or anything on head or in hair i.e. headbands or ribbon or bows. Please see www.travel.state.gov for photo requirements. All photos must less than 4 months old. Photos can be done for free at PA log on <https://mhafbphotos.setmore.com> to schedule your photo appointment.
3. Original proof of Citizenship AND copy (front and back if there is anything on the back) - Must be original state birth certificate (www.vitalchek.com), naturalization certificate, birth abroad certificate or old US passport.
4. Copy of front and back of ID card.
5. CED/PCS ORDERS or MILO approved by stating a location that requires an official passport per the Foreign Clearance guide.
6. Original documents stating the reason for name change (if applicable)

For children under the age of 16, both biological parents need to be present as well as the child. If this is not possible, a **DS-3053** for the parent unable to attend needs to be accomplished. A copy of the ID used for the DS-3053 is also needed.

Failure to bring these documents in will result in re-scheduling the appointment. I am not authorized to hold onto the application if it is not completed.

Showing up 15 minutes late will result in the appointment being re-scheduled.