

# MILITARY DEPENDENT PASSPORT GUIDANCE

October 2019

For Further information please call one of our Passport Agents at 580-442-4853 / 2965.

## **All Dependents (U.S. Citizens/Naturalized) must be present when applying for a Military No fee Passport.**

Office hours are 0730-1500, no appointments needed. Processing time normally 4-6 weeks.

### **THE FOLLOWING DOCUMENTS BELOW ARE REQUIRED TO APPLY FOR THE MILITARY NO FEE PASSPORTS:**

1. PCS orders listing the authorized dependents for your overseas assignment.
2. **DS-11 or DS-82.** See next page for online instructions. This form must be typed, cannot be handwritten, and must show 2 barcodes. One in the upper left and lower right corners of the application when printed.
3. **Front and Back photo copy of the Sponsors Military CAC card and all dependents military ID card(s).** (This is Mandatory for Government issued passports)- Applicants names on the dependent military ID card must match the passport application. Children 10 years and older must have a military ID card to fly on AMC Patriot Express Flights.
4. **Photo copy of driver's license, front and back**
5. **Passport Photos (2):** You may use the free DA Photo Lab/Media Center at building 3162 Haskell Road off of Harvey Road. PH: 580-442-8721.
6. **Original Colored, stamped, or embossed sealed State birth certificate/Naturalization Certificate/Certificate of Birth Abroad AND A COPY If you have any previous passports/Cards, please bring those as well. (Minors will need the birth certificates).** The original documents will be sent with your packet, but will be returned with the military passport when it comes back from the State Department.

### **NO ABSTRACT BIRTH CERTIFICATES.**

To obtain a NEW BIRTH CERTIFICATE, please visit this website: <http://www.cdc.gov/nchs/w2w.htm>  
Save the receipt and any extra fees. You may file on a travel voucher once you arrive in country for reimbursement.

To obtain a BORN OF BIRTH ABROAD, please contact the Passport Vital Records Office in Washington, D.C. at 202-955-0307 or visit the following website at: [www.travel.state.gov/vital\\_records\\_services.html](http://www.travel.state.gov/vital_records_services.html). The cost is normally \$50 per copy. This is also reimbursable and the process may take several months to get back.

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### **IF ONLY ONE PARENT APPEARS IN PERSON, ONE OF THE FOLLOWING MUST BE PRESENTED**

- A signed and dated stamped notarized Department of State (DS-3053) Parent Consent Form or a signed and dated, stamped notarized letter from the non-applying parent consenting to the issuance of a passport for a minor child. *A copy of their ID with photo used for the notarization must match the DS3053 and be sent with the form.*
- A court order/divorce decree / other legal document granting sole-primary legal custody to the parent who is making out the application for the minor.
- An adoption decree which lists the name of only the parent making the application and the new birth certificate for the minor.

*NOTE: If an applicant is in arrears back child support, based on Section 51.60 (a) (2) of Title 22 of the Code of Federal Regulations and the certificate of the Secretary of Health and Human Services (HHS), you will not be entitled to a Government issued Passport until the amount is satisfied through HHS and then cleared with the State Department.*

For a list of Child Support Enforcement Agencies, their contact information can be found online at:

<https://ocse.acf.hhs.gov/int/directories/index.cfm?fuseaction=main.extivdlist>

## ONLINE APPLICATION PROCEDURES:

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THE PASSENGER TRAVEL OFFICE IS LOCATED IN BUILDING 4700, ROOM 107. PLEASE READ AND FOLLOW THE PROCEDURES FOR APPLYING FOR A PASSPORT ONLINE. THIS APPLICATION MUST BE TYPED AND EACH APPLICANT PRESENT WHEN APPLYING.

**STEP 1:** Go to <https://pptform.state.gov/> or if this site is down, try going to <https://travel.state.gov> and click on new passport

**STEP 2:** Check the Privacy Statement box that you have read the Privacy and Computer Fraud and Abuse Act, click Submit. Then click to Submit the form online. (Only allows you to type the application online, it does not get placed in any Federal/State system)

**STEP 3:** Fill out the required information for "each" passport Applicant. Fill in your FULL Name, Social, birth information, etc.

**STEP 4: WHERE SHOULD THE PASSPORT BE MAILED TO:** (Do not use your home address at this time, you will have an opportunity in step 5 to do that. PLEASE ADD OUR OFFICE MAILING ADDRESS BELOW FIRST.

<b>STREET ADDRESS:</b>	<b>DoD DET</b>
<b>STREET ADDRESS 1:</b>	<b>DAGN, DoD / DAGN</b>
<b>CITY:</b>	<b>WASHINGTON</b>
<b>COUNTRY:</b>	<b>UNITED STATES</b>
<b>STATE:</b>	<b>D.C.</b>
<b>ZIP CODE</b>	<b>20006</b>

**STEP 5:** Check the box "NO" for this is NOT your Permanent Address. (Now you may enter your home address)

**STEP 6:** Please enter both your Email address and your Phone Numbers how you may be reached. Click Next

### **STEP 7: TRAVEL PLANS:**

Enter the Date of your Travel (ex: 07-01-2019)

Enter the Return Date of your travel: (normally 2-3 years later) (example: 07-01-2022)

Enter the Country you are being assigned to: Germany, Korea, Italy, Japan etc. (for Alaska, type in both Alaska/Canada)

### **STEP 8: ENTER YOUR EMERGENCY CONTACT INFORMATION**

**STEP 9: ENTER YOUR MOST RECENT PASSPORT BOOK /CARD INFORMATION IF APPLIES:** (if you enter any previous passport information for a minor, please bring in both the birth certificate and the previous passport to our office) otherwise, Select NONE and click NEXT

**STEP 10: PARENT & SPOUSE INFORMATION** (all blanks, Parent Information, DOB's, Place of Birth etc. must be filled in- most information about your parents information is on your birth certificate)

**STEP 11: ENTER SPOUSE INFORMATION IF YOU HAVE EVER BEEN MARRIED / Divorced – select next**

**STEP 12: ENTER ANY ADDITIONAL NAMES YOU ARE KNOWN BY** (Maiden names, adopted names, divorced names) select next  
You now come to the Passport Application Review Page where you can edit any information you may have entered incorrectly. Select Next.

**STEP 13: PASSPORT PRODUCTS AND FEES PAGE:** (this passport is no cost to you, but please select the PASSPORT BOOK (\$110 or \$80 for minors). This produces a 2<sup>nd</sup> barcode upon the upper left hand corner of this application form when it is printed. No other boxes need to be checked.

**STEP 14:** Scroll down to the shaded box that states: "I HAVE READ AND ACKNOWLEDGE THE STEPS AND INFORMATION CONTAINED ABOVE" and click that box.

**STEP 15: SELECT CREATE FORM / SELECT OPEN / PRINT** (Please bring each application with this form and all of the additional documents on the previous page to our office. Do Not Sign this form. You will be asked to sign in front of the Passport Agent.)  
If you have any questions, please give one of our Passports Agents a call at 580-442-4853 or 580-442-5410.