

# OFFICIAL/NO-FEE PASSPORT APPLICATION PROCEDURES

## ACTIVE DUTY AND DEPENDENTS

### FIRST TIME APPLICANTS

If you are a first time applicant **without** any type of passport or if you have a passport that was issued more than 15 years ago you will need to submit the following:

- DS-11, Application for US Passport (travel.state.gov) (MUST BE TYPED & INCLUDE BARCODE IN UPPER LEFT)
- Use PSC box for mailing address
- Certified Copy of Birth Certificate w/raised seal
- 2 2x2 pictures **NOT IN UNIFORM** (JFC Brunssum DEERS office, Please get letter from our office first!)
- ID Card (copy front & back)
- Marriage Certificates, Divorce Decrees, or Court Orders (if name is different from birth certificate)

### RENEWALS

If you require a **renewal** official passport you will need to submit the following:

- DS-82, Application for US Passport by Mail (travel.state.gov) (FORM MUST BE TYPED)
- Use PSC box for mailing address
- Copy of Current Passport
- 2 2x2 pictures **NOT IN UNIFORM** (JFC Brunssum DEERS office, Please get letter from our office first!)
- ID Card (copy front & back)
- Marriage Certificates, Divorce Decrees, or Court Orders (if current name is different than on previous passport)

**NOTE: To apply for a renewal, an applicant must be at least age 16 when the previous passport was issued**

### MINORS\*

DS-11, Application for US Passport (travel.state.gov, **BOTH MOTHER AND FATHER MUST SIGN**, if both parents are not available then a DS-3053, Statement of Consent is required,

- Use PSC for mailing address
- Certified Copy of Birth Certificate w/raised seal
- 2 2x2 pictures (JFC Brunssum DEERS office, Please get authorization from our office first!)
- ID Card (copy front & back)
- Court Orders (if name is different from birth certificate)
- Both Parents ID Cards
- Copy of ID card (if child is eligible to receive an ID)
- Copy of current Passport

**NOTE: For minors 16-18 all requirements apply above, with the exception that the minor must sign their own application in addition to one parent**

\*These requirements apply to all minors regardless if they have been issued a passport before. However, if they were issued their last passport when they were at least 16, then they can apply for a renewal adult passport.

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**Once you have required documents please call 02451-63-2204,  
TSgt Swindle, for an appointment.**

**NOTE:** Every applicant including children must be present when applying for a passport. Each application must be signed in front of the Passport Agent.