



# *99th Force Support Squadron Guide to Government “No-Fee” Passports May 2023 Version*

1. Ignore any instructions on the passport website that conflict with this handout – follow the instructions in this handout.
2. All applications for no fee passports must be completed and printed online – no exceptions.
3. **DO NOT** download and manually complete the passport application. Two-sided printing is **NOT** acceptable.

**4. Go to the below link to Complete your passport application.**

**DS-11** –First time applying for a government “Official, No-FEE, and Diplomatic” passport use the below link:

<http://travel.state.gov>

DS-11 Application for a U.S. Passport

NOTE: **COMPLETE ONLINE ONLY**

**DS-82** – Renewing a previously issued government “Official, No-Fee, and Diplomatic” passport use the below link:

<http://travel.state.gov>

DS-82 Application for a U.S. Passport

NOTE: **COMPLETE ONLINE ONLY**

**\*\*To be eligible for DS-82 renewal the following conditions must be met:**

- Applicant 16 or older when most recent passport was issued.
- Most recent US Passport issued less that 15 years ago.
- Current US Passport in applicants possession and has not been mutilated or lost.

**5. When the above link that applies to you open you will see the following Heading:**

- a. Click “GET A US PASSPORT”
- b. Click the applicable link under either "I need a passport" or "I already have a passport"
- c. Click “Fill Out Form DS-11”
- d. Click “Form Filler”
- e. Click on the box “I have read Computer Fraud and Abuse Acts Notices and Disclaimers” and click “Submit.”
- f. Under “Fill Out on line & Print,” Click Submit & start completing the form.

## 6. ABOUT THE APPLICANT:

- a. Complete the personal information about the applicant (Note: Please include full middle name)
- b. For the “Occupation” enter the following:
  - a. Student for children who are school age
  - b. Child for children under school age
  - c. Homemaker for stay at home spouse
  - d. For a working spouse, military personnel, and DOD civilians list your job/duty
- c. For the “Employer or School” enter the following:
  - a. Military personnel enter your branch of service
  - b. Working spouse list your employer’s name
  - c. DOD civilians enter the branch of service or other federal agency that you work for
  - d. Students, children, or homemaker leave blank

## 7. CONTACT INFORMATION: WHERE SHOULD THE PASSPORT BE MAILED?

- a. NO-FEE Passports must be mailed to a Passport Agent. **You must use the following address:**  
**Street Address:** 4475 England Ave  
**Street Address 2:** Suite #: 120  
**City:** Nellis AFB      **Country:** United States  
**State:** NV              **Zip Code:** 89191  
**In Care of:** PASSPORT AGENT
- b. **Is this your Permanent Address?:** After you select “NO”, additional blocks will appear that ask for your permanent address. Complete with your current residence address.
- c. **Preferred Method of Communication:** Select **BOTH**
- d. **Your Email Address:** Optional but recommended.
- e. **Your Phone Number:** This block must be the Passport Agent’s phone number. Enter **7026521615, NO DASHES, TYPE:** Select “**WORK**” once you select this option; click the “**ADD**” **another number** button. At this time, you may add your home phone and cell number as well.

8. **TRAVEL PLANS: DO NOT COMPLETE THIS SECTION:** Select the NEXT button located at bottom of the page.

9. **WHO SHOULD WE CONTACT IN CASE OF AN EMERGENCY?:** THIS page is self-explanatory. **NOTE:** A person “not” traveling with you contact information should be listed.

## 10. YOUR MOST RECENT PASSPORT:

- a. If you have “never” applied for a government issued “NO-FEE” passport before please select NONE.

- b. If you answered **NONE**; the form will refresh and direct you to the box which will request your parent & spouse information.
- c. If you select Passport Book, Passport Card, or Both, you will be prompted to enter the previous Military issued (no-fee, official, or diplomatic) passport information.
- d. **Please select Passport Book Only.**
- e. Passport Book – Do you still have the book in your possession?
- f. Select the appropriate button.
- g. Complete the passport data from your official no-fee passport. Submit next.
- h. Your most recent passport-Was the data printed correctly in your most recent document? Yes or No
- i. Has your name changed since your most recent document was issued? Yes or No
- j. Submit Next
- k. Skip to step 12.

11. **MOTHER/FATHER/ PARENT:** Self Explanatory but **NOTE:** Mother’s Maiden name has to be typed in the last name box.

11a. **SPOUSE DATA:** If married or previously married, Spouse information will be need.

12. **ARE YOU KNOWN BY OTHER NAMES:** Enter any other names that you have previously, birth name, maiden, previous marriage, legal name change, etc.

13. **PASSPORT APPLICATION REVIEW:** After reviewing the information you entered click “NEXT” at the bottom of the page.

14. **PASSPORT PRODUCTS AND FEES:** Select “Passport Book” (note: you are not charged the \$110) and leave the Processing & Delivery Methods defaulted to the free options. Scroll down and select “NEXT”.

15. **NEXT STEPS:** Scroll down to the bottom of the page and you will see an acknowledgement statement which reads:

- a. I have read and acknowledge the steps contained above, click the square box.
- b. Click the Create Form box click on the Create Form link then open and print application on separate sheets. – **NO FRONT AND BACK PRINTOUTS ALLOWED OR WHITE STREAKS ON FORM.**
- c. Passport application(s) **DO NOT SIGN APPLICATION UNTIL IN THE PRESENCE OF A PASSPORT AGENT.**
- d. If you did your application correctly, the 2D bar code will appear on the left hand side.



## PASSPORT REQUEST CHECKLIST

1. Completed DS-11(initial) or DS-82 (renewal) for each applicant-which-ever form applies the passport wizard will produce.
2. NOTE: DS-82 can only be submitted if the passport being renewed is a previously issued government “no-fee” (Blue color) – issued commonly to dependents or “official” (Burgundy color) -issued commonly to active duty, government civilian employees, and their dependents who work and live overseas.
3. 2 -Photos 2X2 for each passport applicant. Photos must be less than 6 months old and in civilian attire. Additional photos required for Visa applications. Check FCG for country in question to verify visa picture requirement at <https://www.fcg.pentagon.mil/>. You may go to CVS, Walgreens, or select Wal-Marts to have your passport photos taken. We do not take photos in office. Be sure to keep your receipt to claim this expense on your travel voucher.
4. Original or Certified copy of Birth Certificate from your state Vital Records office or Tourist passport, Official passport if issued over the age of 16 can be used as birth evidence or Naturalization Certificate.
5. Copy of assignment orders for each person (active or dependent)
6. Justification in the form of Official Deployment tasking letter, Orders or State Department approved MILO, with location, full name, timeframe, full social security number in lieu of TDY orders (if applicable).
7. Original recorded copy of marriage certificate (spouse) – **DOES NOT APPLY TO ACTIVE DUTY MEMBER**
8. Notarized copy of DS Form 3053, Minor Consent Statement from Biological Parent that is not present to sign application during appointment and copy of government issued picture identification that was used to verify parent’s identity for the DS-3053 notarization (if applicable).
9. Signed and completed form DS-5525, Statement of Special/Exigent Circumstances to be submitted by Biological parent of minor children less than 16 years of age for the purpose of obtaining a statement from the applying parent seeking an exception to the two-parent consent requirement.
10. Copy of each applicant’s military identification card front and back (if 16 yrs or older)
11. Copy of Parent’s Military Identification Card (front and back) for each child

12. Copy of Sponsor's Military Identification Card (front and back) if civilian government employee a Copy of Sponsor's Driver's License front and back if a civilian employee or Military Issued Common Access Card (CAC) front and back if a military member or dependent is required for each applicant
13. DS Form 64 for previous lost/stolen passport (if applicable)
14. Women who were previously married and have divorced submit a copy of decree (first and last page)
15. Active Duty women who changed their status from single to married must submit their marriage certificate to show name change.
16. Expedite letter (if applicable)

**NOTE:** If out of state identification is used for "primary identification" such as driver's license, please ensure front and back of state license is provided along with a "second" identification such as, voter's registration card, employment identification, student identification, or any secondary identification that contains the person's full name, date of birth, picture photo, and document issued date. These identifications must be presented with the **NOTARIZED DS-3053 (Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor under Age 16. – Only applicable for dependent children; NOT active duty personnel.**

The Passport Card will not be issued by the Department of State. It is the credit card" style of a Passport credential that's only used for land travel between the US, Canada, and Mexico for civilian travel.

**\*\*Please bring a copy of your issued personal passport or if you are submitting the passport as birth evidence bring the passport booklet to your appointment.**

All **original documents** that are submitted with your applications such as birth certificate, marriage certificate, and court documents will be returned at the same time as your government issued passport

## **PASSPORT APPLICATION SUBMISSIONS MONDAY-FRIDAY (0800-1130 Bldg 20/Room 120)**

**NO NEED FOR AN APPOINTMENT. Walk-ins are done Mon-Fri from 0800-1130hrs.**

**ALL APPLICANTS** must be present at time of application turn-in that is held with the **military passport agent** per the "US. Department of State's bureau of consular affairs".

## **MANDATORY DOCUMENTS THAT YOU MUST BRING TO YOUR APPOINTMENT:**

**EVERYONE:** Passport photos – you may go to CVS, Walgreens, or selective Walmart to have your passport photos taken. Be sure to keep your receipt to claim this expense on your travel voucher. Photos “must” be 2” x 2”. Face dimension 1”x 1 3/8” in width, white background, no uniform attire. Do not submit applications which have photos with uniform tees of any type from any component or service. Applicants who have removed the outer uniform item and are now displaying a uniform tee is not authorized. Remove all glasses, hats and face coverings.

**\*\*** Bring original birth certificate for submission with passport application. Original birth certificate is the recorded copy from the state in which you were born. A tourist passport will also be accepted in lieu of birth certificate if passport was issued to a member who was 16 or older in age or naturalization certificate must be submitted.

The Department of State will no longer accept birth abstracts as proof of birth.

If born in another country, please provide original naturalization certificate.

Birth certificates from **Puerto Rico** issued prior to 1 July 2010 will no longer be accepted after this date. New birth certificates will have to be ordered from:

[www.salud.gov.pr/programas/registrodemografico/pages/requisitosparasolicituddenacimiento.aspx](http://www.salud.gov.pr/programas/registrodemografico/pages/requisitosparasolicituddenacimiento.aspx) (Spanish verbiage website) or [www.prfaa.com/birthcertificates](http://www.prfaa.com/birthcertificates) (English verbiage website)

**All Applicants will need justification in the form of TDY orders, PCS orders, official deployment tasking letter or Memorandum in Lieu of Orders with approval from State Department. Orders must be to a location where an official passport is required per the Foreign Clearance Guide.**

**ACTIVE DUTY MEMBER:** Copy of the sponsor’s military identification card front and back must accompany all passport applications that are being submitted for a government no-fee passport. Active duty member’s only one copy is required when applying for yourself.

**SPOUSE:** Copy of spouse’s dependent military identification card front and back for each dependent minor child’s application as well as their application. Example: 3 minor children plus spouse will be a total of 4 clear copies.

**VISA PHOTOS:** Visit the department of state foreign entry requirements site at: <http://travel.state.gov>. On the Homepage select “**Find International Travel Information**” from the lower **gray** box. Next, click on “**Country Information**” tab. Once there; type in the country name in the left hand column search bar. This screen will give basic information for the country of travel, including if a visa is required. If a visa is required, obtain two additional photos. Ensure size requirements listed on the above website are met.

**ACTIVE DUTY:** Make a copy of your assignment orders for each family member/applicant.

**CIVILIANS:** Copy of your orders, an official email for your “tentative” assignment selection, or acceptance letter can be used.

**SPOUSE:** A recorded copy of marriage certificate that was recorded in the state where you were married and has a raised seal (this applies for dependent spouses traveling with sponsor to new assignment location).

**FAMILIES:** If a legal guardian court document is not available for submission to the Department of State that grants sole custody of a minor child- a notarized minor statement of consent, a DS-3053 must be accomplished. The form must be signed by the missing biological parent if the child is under 16 years of age. The child must also be biological to both parents. This form is available at: (<http://travel.state.gov/passport/forms/forms847.html>). AF Form 965, Intent to have family members PCS with you.

**IF APPLICABLE:** DS-64, statement of lost or stolen passport is available at: ([http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html)) must be turned in with application if you need to report a lost or stolen passport.

**EXPEDITE LETTER REQUIREMENTS:** Passport applications required in less than 30 working days **MUST** have a memorandum of justification signed by a general officer or senior executive service (SES) equivalent; otherwise they will be processed as regular applications. Passport Agents, supervisors, and MPS Chiefs are not authorized to sign the memorandum. If you are submitting an expedite letter please bring the signed expedite letter with you to your passport appointment.

**PASSPORT STATUS CHECKS:** Applicants may check the status of their passports applications by calling the Department of State at (703) 545-0004, option 3. Please wait 5 weeks after submission before inquiring. Or at the following website <https://passportstatus.state.gov/> from a government computer.

## GENERAL INFORMATION

A government “**No-Fee**” passport is “**NOT**” for tourist travel but to live in the country where your sponsor is stationed at. This relocation is considered official travel for dependents which allows the government to pay for dependent passports. However; you can apply for a Tourist passport using authorized civilian agencies. (DOD Directive 1000.21, page 1-8, para e).

A government “**No-Fee**” passport is required for each dependent. This passport has the approval stamp inserted on the inner last page which grants your dependent permission to live with their sponsor overseas. A “**Tourist**” passport does not give your dependent’s permission to live in the overseas country with you.

DS-82, Renewal passport application can be used when renewing a government “official” or “no-fee” passport that has an expiration date within 15 years from date of issue. This renewal form can only be used if the passport was issued to a person over the age of 16. This does not apply if the applicant was under the age of 16 when passport booklet was issued and a DS-11 application will be generated by the passport application wizard automatically.

When completing either form and if you had a previously issue no-fee passport booklet ensure you annotate the information from the government passport booklet when using the on-line application for a government “no-fee” or “official” passport renewal. This information will be annotated in block 21 on the DS-11 form or block 10 on the DS-82 form.

As of 1 Oct 2016, Social Security Number is required on "ALL" applications. If a social has NEVER been issued to a person (Ex: newborn), the sponsor MUST write a statement and the statement will be submitted with the application.

**As of 1 Nov 2016, NO Glasses (Ex: eyeglasses, sunglasses, etc.) may be worn for Passport Photos**

As of 3 Jan 2017, Photocopy of Citizenship Evidence "MUST" be submitted with passport application alone with Original Citizenship Evidence. (Ex: Original Birth Certificate, and Copy or Original Nat'l Cert and Copy).

Attached is an Importance Notice regarding birth certificate requirements below. Please read the attached Bureau of Consular Affairs Notice to ensure the correct birth certificates are available for turn-in during your passport acceptance appointment.



## Instructions from State Department regarding Memorandum in Lieu of Orders (MILO)

- Exact Travel Dates and Countries must be listed on MILO Request.
- The Passport Services Division only approves requests within 45 days of the required travel date, 60 days if the country requires a visa.
- Qualified applicants must have pending travel to a country that requires a passport per the FCG and are preparing to be in Temporary Duty or Temporary Additional Duty (TDY/TAD) status.
- The memorandum must have significant justification information on the travel tasking requiring the bona fide need for an official passport.
- Why orders are not available, or able to be issued in time for travel must be included on the MILO request.
- Additional supporting documentation must be included with each request.
- All requests must be signed by an O-6 or equivalent from the organization that is requesting the MILO.
- We do not accept documents signed “for”, or “By Direction”. Rank and/or grade should be included in the signature block.
- Please number personnel rosters on MILO requests with more than one applicant.

All applicants must have pending travel to a country that requires a passport per the FCG. Passports are no longer being issued just because of or in preparation for the possible. With all memo requests please submit supporting documentation proving your bona fide need for an official passport. All requests must be signed by an O-6 or equivalent from the organization that is requesting the MILO.

The bona fide need is a legitimate, funded, travel requirement to a location that requires a passport per the FCG.

Examples of documents that we MAY accept are operation orders, alert status mission tasking orders, documented contingency tasker, inspection schedule, conference agenda, event/workshop schedule, letter of invitation, selection notification, academic course selection notification, execution orders, unit training schedule endorsed by commander (O6).

**We DO NOT accept USAF line remarks or NATO orders. Please do not send in memos, emails or Word Documents as supporting documentation.**

**If supporting documentation is multiple pages long please highlight the pertaining information related to the MILO request. Highlight the portion of your supporting documentation that provides the following.**

- a. Your unit or personnel who will be traveling
- b. The actual dates of travel/event
- c. The country you will be traveling to that requires an official passport.

Please forward all classified supporting documentation to the emails below:

nikki.m.covington.civ@mail.smil.mil, janar.s.leveler.mil@mail.smil.mil, michael.r.sigsbee.ctr@mail.smil.mil



Passport Services  
Bureau of Consular Affairs  
U.S. Department of State

**IMPORTANT NOTICE**  
to  
**PASSPORT APPLICATION ACCEPTANCE AGENTS**

**PLEASE POST THIS NOTICE IN PLAIN VIEW OF ALL ACCEPTANCE AGENTS**

Beginning **April 1, 2011** all United States birth certificates submitted for minor *and* adult passport applications must contain the name of the parent(s) in addition to the previous requirements. All United States birth certificates must meet all of the following criteria:

- Show the full name of the parent(s);
- Be issued by the office of vital statistics of the state, county, or city where the birth occurred;
- Show the full name of child at birth;
- Indicate the date and place of birth;
- Bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority;
- Indicate a registration or file date that is within one year of the birth; and
- Be an original and certified document (notarized copies and photocopies are not accepted)

United States birth certificates that do not meet these standards will not be acceptable as primary evidence of citizenship.

If you have any questions, please contact your regional customer service manager(s).

**Thank You!**

(UNIT LETTERHEAD)

Formatting consistent with sponsoring service component

DATE

MEMORANDUM FOR U.S. DEPARTMENT OF STATE  
Special Issuance Agency  
44132 Mercure Cir  
P.O. Box 1185  
Sterling, VA 20166-1185

FROM: *Unit/Squadron*  
*Unit/Squadron Complete*  
*Mailing Address*

SUBJECT: Request **Expedite Service** for Passport Application(s)

1. Request passport application(s) for an official passport be expedited on the following individual(s):

<i>Full Name (Last/ First/ Middle</i>	<i>SSAN</i>	<i>DOB</i>	<i>(as completed on the application)</i>
-			
-			
-			

2. Individual(s) will be departing CONUS *date of departure* for *# of days/months* and requires the passport by *date passport required by individual(s)*. Individual(s) was/were notified *date notified* that he/she would be traveling to *state Non-NATO country requiring individual to have a passport* for the purpose of *state purpose of travel*. **Destination on this memorandum must match the DD-1056, DOS application, orders and itinerary.**
3. The last minute processing of this request was necessary because *state reason for last minute processing to obtain an official passport*. (e.g., *only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one*.)
4. Travel cannot be postponed to a later date because (*state reason travel date cannot be altered*).
5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to *name of POC* at Commercial and DSN *number*.
6. **Explanation indicating the absence or inability of a General Officer or SES equivalent signature.**

*SIGNATURE BLOCK*  
*(Signature, Commander)*  
*(General officer or SES equivalent)*  
*(Digital Signature authorized until rescinded. Hand written signatures authorized in original format.*  
*Rank/Title of signing official)*

## DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- *Replace All Italicized/Underlined Text*
- Place the expedite letter on the front of application.
- **One original memo must be submitted.** If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application. Group request must be submitted on the same day.
- **Memo must be signed by a general officer or SES equivalent.** The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. **However, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature. Signatures may not indicate by direction or "for" signatures. The authorizing signature must be the official listed.**
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- All Expedite and Walk through request for a passport must have orders and itinerary submitted with the expedite memo. Blanket orders are not accepted by the Department of State. **Orders must state same departure date and Non-NATO country that is stated in the expedite memo, DOS passport application, and DD Form 1056.**
- Expedited processing is not available for Dependents of Command sponsored personnel.
- **Visa expedite letters are not available and DoD agents must contact DoD EA PSD Visa team for assistance.**
- Half packages, **partially or incomplete packages** will not be accepted by DoD agents for later piece work **under any circumstance.** Applications must be complete at the time of submission. Orders, Expedite letters and all supporting documents must be provided during initial submission.

Expedited Service request: **(PERFORM BY PSD MANAGEMENT)**

**Utilized when travel will take place in 30 days or less or when the situation involves the submission of a visa with a countries known to have excessive processing periods. (i.e.; Iraq, Kuwait)**

Walk thru Service request: **(PERFORM BY PSD MANAGEMENT)**

**Utilize when travel will take place in 10 days or less. Walk thru for same day service if required must be specifically authorized by DoD EA, PSD Fort Belvoir after coordination of appointment date and time with the Dept. of State. The DoD agent nor DoD applicants are not authorized to coordinate appointments with Dept. of State.**

Required support documents:

- Waiver memorandum must be provided by the applicant if available **(i.e.; EOD JEOD)**
- Expedite Memo with original signature of O7 / SES listing each member (signature block required)
- Application package and accompanying citizenship proof, **supporting documents**
- Travel Orders, **finalized and approved** for each member (assigning orders, PCS or TAD/TDY orders)
- Flight Itinerary for each **member identified on the expedite letter.**