

HAND-OUT FOR TOURIST AND NO-FEE PASSPORTS

March 2010

No-Fee passport/Tourist passport: To apply for a no-fee or a tourist passport the *application needs to be filled out on-line not hand-written and it has to be printed out with the barcode on the upper left side of the form.* To do this, you need to go to www.travel.state.gov, "Passport for US citizens", "Application and Forms" and fill out the application using the "Passport Application Wizard". Print out the application (**pages 5&6**) (NOT ALL 6 PAGES) and bring it to your appointment (everybody has to appear at the passport office) (All Kids and both Parents). Call 452-6813 to schedule your appointment. Or send an e-mail to the **52 FSS/FSMPS Passports** Org Box (Preferred)

For mailing address to mail passport to, use:

TOURIST PASSPORT:

52 FSS/FSMPS/PASSPORT OFFICE
UNIT 3655 BOX 150
APO AE 09126

NO-FEE PASSPORT:

52 FSS/FSMPS/PASSPORT OFFICE
GEB 131 RM 110
54529 SPANGDAHLEM, GERMANY

The barcode application can **NOT** have a mistake. If you make a mistake, you will have to redo your application and reschedule your appointment. Hand-written changes can not be made on the application form.

No-fee passports are processed by appointment and every applicant (regardless of age) **must** appear in person at the passport office, Bldg. 131 room 105

Tourist passports can be done during walk-in hours on: **Tue 0800-1200** or by appointment.

DS-5504 (U.S. Passport Re-Application Form): use this form to change your name on your passport, to correct identifying information, and to replace a limited passport, **provided the passport was issued less than one year ago**. Applicants whose name change took place more than one year after the issuance of his/her passport must apply for a new passport using the above application forms.

DS-4085 (Application for Additional Visa Pages)

DS-11 (First Time Applicants, or persons under the age of 16)

DS-82 (For renewals of passports for persons 16 yrs of age or older)

Evidence of US Citizenship: Submit one of the following:

1. **Passport** - if you have a passport in your possession, regardless of type and expiration date, it **MUST** be submitted.
2. **Birth Certificate** - The birth certificate must have been issued by the official custodian of Vital Statistics Records from the state, county, or city of birth. The birth certificate must have been issued under the seal of the registrar's office, meaning that a raised, impression or multi-colored seal of the issuing authority must appear on the document. The birth certificate must also show the person's full name and a filing date showing that the birth was recorded within 1 year. **NOTE:** A hospital record of birth is unacceptable; a copy from a Notary Public is also not acceptable.

You can order your birth certificate from: www.vitalchek.com .

3. **Naturalization certificate**, if applicable. (For verification of U.S. Citizenship approved)

4. **Consular Report of Birth Abroad of a Citizen of the United States**. If you were born overseas to US parents you need to submit either an FS-240 or an FS-545

Proof of Name Change: If your birth name ever changed or is different than that of your evidence of citizenship (birth certificate, passport, naturalization certificate etc.) then you must submit proof of the legal name change, i.e., marriage certificate, court order, adoption decree, amended birth certificate, divorce decree, etc. (original documents).

Passport Fees: You must submit a ***money order only (made out to the US Department of State)***; the American Consulate will not accept personal checks or cash. The following apply:

1. Command-sponsored dependents are entitled to no-fee passports.
2. \$100.00 - if you have never been issued a passport of any kind
 - if you cannot submit a previously issued passport
 - if your passport was issued longer than 15 years ago
 - if you were under 16 when your previous passport was issued
 - if your passport is mutilated (e.g. 'washed')
3. \$75.00 - if you can submit a passport that was issued within the last 15, and you were 16 and over when the Passport was issued
4. \$85.00 - if the passport is for a child under the age of 16.

Photographs - Submit two 2" x 2" (5 x 5 cm) identical photos taken within the last 6 months with a white or off-white background, full front view, with the size of the head 1" x 1 3/8" from the top of the head to the bottom of the chin. Photos must be taken in civilian clothing without hat or dark lens glasses, conservative street attire preferred.

1. **Photos - your expense.** If you are applying for a passport, you must procure the photos at your own expense. You can go to the Audio Photo Club or to a Photo Studio off base to get your photos taken. Ensure that wherever you obtain the photos from, they meet the exact specifications as outlined above!

ESSENTIAL INFORMATION - ALL PASSPORT APPLICANTS: The following data is essential to know when processing an application for a passport:

- **Processing time:** Once the application has been submitted, it takes approximately 6-8 weeks to process. Priority processing of an application will only be done in the event of an emergency that can be fully verified in writing by your unit commander, Red Cross message etc. **Do not obligate funds for airfare, Recreation Center tours, etc., until you are sure you have the passport in your possession.**

-**CHILDREN UNDER 16 YEARS OF AGE:** Both parents must be present to sign/file the application. The child's original US birth certificate has to be submitted. The child must also be present! A notarized consent form (DS-3053) must be presented if one parent can't be present due to deployment or not in country.

-**CHILDREN OVER 16 YEARS OF AGE:** These children are authorized to sign/file the application themselves; however, it is strongly recommended that a parent be present.

-**SOCIAL SECURITY NUMBERS:** The IRS requires that Social Security numbers be placed on passport applications -- ensure you have them available.

- **LOST/STOLEN PASSPORTS:** In addition to the documents required by this checklist, the applicant must fill out a Statement Regarding Lost or Stolen Passport (Form DSP-64), which is available at the Passport Office.

- **ADDITIONAL DOCUMENTATION:** The required documents shown on this checklist are the basic documents required to obtain a passport. However, the American Consulate may require additional information or documentation after reviewing your application.