

## INFORMATION PAPER

### HOW TO APPLY FOR AN OFFICIAL PASSPORT

References: Federal and Military Passport Agent's Guide (F.M. PARG)

1. To apply visit [travel.state.gov](http://travel.state.gov) and complete and print on-line Application Form DS-11 for new application or DS-82 for renewal. Hand written applications will not be accepted.

2. Travel dates and Countries must be provided on the application form under "Travel Plans".

3. Request must include a Commander's memorandum (from your Brigade Commander O6 or above per State Department) authorizing to apply for an official passport indicating specific travel dates and countries to be visited or DD Form 1056 signed by the Brigade Commander (in blue ink).

4. All are required to bring a proof of United States Citizenship. The only accepted documents are as follows: US passport, original Birth certificate (Short version, notarized and copies are not accepted (Birth certificate only for minor child below 16 yrs old); or original Naturalization Certificate for naturalized citizens.

5. The following offers official photo services:

Army Tripler Medical Center Photo office - call for appointment at 433-5725.

Schofield Barracks - make appointment via the Garrison Website under Visual Information Ordering website with your CAC. Available also at Walmart, Longs and Costco at nominal fee.

6. Must wear clothing with solid bright bold colors to produce acceptable pictures. Men must wear collared shirt. No undershirt, Military uniforms, tank top or spaghetti straps.

7. To schedule an appointment for MPD passport processing contact 655-7182

**\*\*Note: If you require your official passport within the next 4 weeks, an Expedite letter signed by an O7 or above is required.**

#### APPLICATION CHECKLIST:

	Application Form
	Commander's Memo or DD Form 1056
	2-Passport Photos (2x2)
	Proof of Citizenship (Original only)
	Military ID Card

8. For more information and assistance, call 655-7182.