

# PASSPORTS



**Office of the Staff Judge  
Advocate  
Eielson AFB, Alaska**

**354 FW/JA**  
Legal Assistance & Preventive  
Law  
Pamphlet Series

As of 1 August 2015

## WHERE CAN I APPLY FOR A PASSPORT?

You can apply for a passport at passport agencies, many federal and state courts, probate courts, some county/municipal offices, and some post offices. You ordinarily will have to make an appointment at the post office. You must always apply in person if:

- you are applying for your first U.S. passport;
- you are under age 16;
- your previous U.S. passport was issued when you were under age 16;
- your previous U.S. passport was lost, stolen, or damaged;
- your previous U.S. passport was issued more than 15 years ago; or
- your name has changed since your U.S. passport was issued and you are unable to legally document your name change

## WHAT DO I NEED TO DO TO APPLY FOR A PASSPORT AT A COURTHOUSE OR POST OFFICE?

Go to a courthouse, county/municipal office, or post office authorized to accept passport applications and complete the DS-11 application form, but do not sign it until instructed to do so.

### YOU MUST PRESENT:

#### 1. EVIDENCE OF U.S. CITIZENSHIP

- a previous U.S. passport;
- a certified copy of your birth certificate issued by the state, city, or county of your birth;
- consular report of birth abroad;
- naturalization certificate; or
- certificate of citizenship

If you do not have any of the above documents, visit <http://travel.state.gov> for a list of secondary evidence if U.S. citizenship.

#### 2. ONE PHOTOGRAPH

Photograph must be recent (taken within the past six months), 2 x 2 inches, in color; it must show a front view, full face, on a plain, light background.

#### 3. PROOF OF IDENTITY (PLUS PHOTOCOPY OF FRONT AND BACK)

- previously issued, undamaged U.S. passport;
- naturalization certificate;
- valid driver's license;
- current government ID (city, state or federal); or
- current military ID (military and dependents)

#### 4. FEES

\$135 for a ten-year passport (age 16 and older);

\$105 for a five-year passport (under 16)

These amounts include a \$25 execution fee.

#### 5. SOCIAL SECURITY NUMBER

Although a Social Security number is not required for issuance of a passport, Section 6039E of the Internal Revenue Code of 1986 requires that passport applicants provide this information. Passport Services gives this information to the Internal Revenue Service (IRS) routinely. Any applicant who fails to provide the information is subject to a \$500

penalty enforced by the IRS. Questions on this matter should be referred to the nearest IRS office.

### **WHERE CAN I GET PASSPORT FORMS?**

Passport forms are available from passport agencies, many post offices, clerks of court, county/municipal offices, and travel agencies or by calling the National Passport Information Center at 1-877-487-2778, or online at <http://travel.state.gov>.

### **WHEN SHOULD I APPLY FOR A PASSPORT?**

Apply several months in advance of your planned departure. If you will need visas from foreign embassies, allow more time.

### **WHAT IF I NEED A PASSPORT IN A HURRY?**

If you are leaving on an emergency trip within five working days, apply in person at the nearest passport agency and present your tickets or itinerary from an airline, as well as the other required items. Or, apply at a courthouse, county or municipal office, or post office and have the application sent to the passport agency through an overnight delivery service of your choice (include a self-addressed, prepaid envelope for the overnight return of the passport). Be sure to include dates of departure and travel plans on your application and all fees (including the expedite fee).

For more information, contact the National Passport Information Center at 1-877 487-2778 to receive passport applications, information on applying for a U.S. passport, to check on the status of a

passport application, or to see emergency passport procedures.

**This pamphlet is for basic information on civilian passports. It is not intended to take the place of legal advice from a Judge Advocate. Please contact the 354th Fighter Wing Legal Office for questions and further information.**

