

PASSPORTS



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

354 FW/JA
Legal Assistance & Preventive
Law
Pamphlet Series

WHERE CAN I APPLY FOR A PASSPORT?

You can apply for a passport in person at an acceptance facility. The Department of State maintains a listing of post officers, clerks of court, public libraries, and other state, county, and municipal government officers that are authorized to accept passport applications. The listing is available at <https://iafdb.travel.state.gov/DefaultForm.aspx>. If you have urgent travel, you can apply for a passport at a passport agency.

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?

You must complete a DS-11 if you are applying for a first-time adult passport or applying or renewing a passport for a child under 16. You must complete a DS-82 to renew an adult passport. 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 <https://travel.state.gov/content/passports/en/passports/forms.html>.

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 of 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 white or off-white 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.

The passport application fee and the execution fee are non-refundable. The fees are collected and retained even if a passport is not issued.

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.

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 need your passport quickly, you can expedite your application. There are a number of ways to complete an expedited application. First, you can make an appointment with the regional passport agency or center by calling 1-877-487-2778. Second, you can apply at a local acceptance facility. Contact the facility before arriving to determine if an appointment is

required. Third, you can apply for an expedited renewal by mail. Additionally, you may choose to pay for overnight delivery service for your application (include a self-addressed, prepaid envelop for the overnight return of the passport). The optional service will not impact the time it takes to process the application, only the time that the application and passport spend in the mail. 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.



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