

## **FAQ on Passport Processing**

The Fort Campbell Passport office provides official, no-fee passports for dependents accompanying their sponsors on overseas assignments, government employees going on an overseas assignment and for military who are traveling to a location that requires a soldier to have a passport.

**Location:** Bldg 2577-A Screaming Eagle Blvd (In/Out Processing building, room 106)

## **Passport Requirement FAQs**

### **Q - Who needs a passport to go overseas?**

**A** – All dependents, regardless of age, and Government civilians (not contract personnel) need an official/no-fee passport to go overseas and some soldiers depending on their assignment and destination.

### **Q – What countries require passports?**

**A** - All non-US (foreign) countries and Alaska (Visas may be required for some of these countries as well)

### **Q – As the sponsor, do I need an official passport to travel overseas?**

**A** – Routine overseas assignments do not require the Soldier to have a passport. Certain assignments require the Soldier to have a passport (i.e. Honduras, Egypt, Sinai, Saudi Arabia, Turkey, Qatar) Soldier will be told at the levy briefing if they need an official passport.

### **Q – Is there a cost to get the no-fee passports?**

**A** – No, there is no cost for the passports or photographs. However, there will be a cost to get a birth certificate if you don't have a state certified copy on hand. See the next section on how to obtain a certified birth certificate. If you have to purchase a birth certificate, keep your receipts so you can claim reimbursement on your final travel voucher. Also, some visas require payment up front, so you will have to pay for them and also claim reimbursement.

### **Q - When should we apply for our passports?**

**A** - Passports should be applied for within 30 days of assignment notification. If you wait too long to apply, the passports may not be completed before the Soldier's report date.

### **Q - How long does it take to receive the passports back?**

**A** – Passports normally take 6-8 weeks to receive back from the State Department. During peak times it could take longer. **DO NOT WAIT TO APPLY.**

### **Q – My family already has tourist passports. Do they also need a no-fee passport?**

**A** – Yes. A tourist passport is only used for touring and vacationing. When traveling on official government orders, a no-fee government passport is required for each family member. No-fee passports are not to be used for personal travel.

**Q – What is the difference between a passport and a visa?**

**A** - A passport is to show proof of citizenship of your country – it is the actual book. A visa is special permission to enter the country you are visiting (i.e. Italy/United Kingdom)- that will be a stamp inside the passport book.

**Q – My family does not live in the Ft Campbell area, how do they apply for their passports?**

**A** – They may apply at their nearest military installation. If there is no military installation, you may get a DD form 1056 from the Passport office and have the family apply for the passport at any location that accepts passport applications (i.e. post office/county clerk offices) **\*\* note** - if you turn the applications in at a location other than a military base, you will be required to pay the passport fees and may claim those expenses on your travel voucher upon arrival to your next duty station – keep your receipts.

**Q – What is acceptable clothing for passport photos?**

**A** – For men- shirts with collars are required; for children- any shirt is acceptable as long as it does not have graphics on it; for women-your upper body must be covered, no tube tops and no spaghetti straps or t-shirts with pictures or words on it; for everyone- no visible hair accessories (to include beads), and no face piercings.

**Q – My spouse is not a US citizen. What do I need to do?**

**A** – This will be different for each person’s nationality and the country to which you are going to PCS. The non-citizen family member must bring in their green card and current foreign passport to the appointment. The foreign passport must not be expired. If expired, they must apply to their government to get a current , valid passport before coming to the Passport Office. In some cases we may have to request a visa or obtain a Status of Forces Agreement (SOFA) stamp.

### **Birth Certificate/Citizenship FAQs**

**Q – What is acceptable as birth evidence/proof of citizenship when applying for passports?**

**A** – State certified birth certificates, Naturalization Certificate, Certificate of Birth Abroad, previously issued passport (a passport is allowed as citizenship proof if the passport was issued at the age of 16 years or older and the passport was not issued more than 15 years ago)

**Q - Where can I get a copy of my birth certificates?**

**A** – If you were born in the United States, you may order a certified birth certificate at [www.vitalcheck.com](http://www.vitalcheck.com). You can also get a certified birth certificate from the vital records office in the state of birth of the applicant. The birth certificate cannot be a mother’s copy, a hospital copy or a notarized copy – it must be an original certified copy from the state.

**Q – Can we use COPIES of birth evidence/citizenship to apply for passports?**

**A** – No all documents must be original documents, copies are not allowed.

**Q –Are hospital or mother’s copy of birth certificates acceptable as birth evidence?**

**A** – No, all birth certificates must be original state issued birth certificates with the state seal.

**Q – My family has tourist passports, can we use those as proof of citizenship?**

**A** – Yes, if the tourist passport was issued at the age of 16 or older AND the passport was issued less than 15 years ago, only then would it be accepted as birth evidence.

**Q – My spouse had a previously issued passport in her maiden name, can we use that as birth evidence?**

**A** – Yes, we can use that passport as proof of citizenship. If your current passport doesn’t match your current legal name you must submit all original documents showing proof the name was changed. If you recently got married and that is why the names don’t match we need an original marriage certificate. If the name was changed by reason of a divorce we need an original copy of the divorce decree showing the change. If you changed your name by choice we would need an original court ordered name change document.

**Q - One of my children was born overseas, what do I need for that?**

**A** - You need a certificate of birth abroad – one of the following: FS-240, FS-545, DS 1350 or Certificate of Citizenship issued by the Immigration and Naturalization Service..

**Q – How do I order a certificate of birth abroad?**

**A1** – A notarized written or typed request that includes all of the following information :

full name of child at birth

any adoptive names of child

child’s date and place of birth

any available passport information

full name of parents

if known, the serial number of the previously issued birth abroad certificate

signature of requester

legal guardians only : a copy of the court order granting guardianship

**A2** – a copy of requester’s valid identification

**A3** – a \$50 check or money order made payable to “Department of State” (do not send cash, the Department will assume no responsibility for cash lost in the mail)

**A4** – mail to:

Passport Vital Records Office

Room 510

1111 19<sup>th</sup> Street NW

Washington, DC 20036

## **Custody/Consent FAQs**

### **Q – Why do I need proof of custody?**

A – The Department of State will not issue a passport to any child under age 16 to leave the country unless they can determine that both biological parents have no objection.

### **Q - What are acceptable custody documents?**

A – Acceptable custody documents for passport submission are a divorce decree, adoption decree, guardianship paperwork, death certificate or a birth certificate with no father listed or a consent form. All documents must be original copies.

### **Q – What is a consent form and why is it needed?**

A – A consent form (DS 3053) is required when one parent cannot be present to sign the passport application for a minor child under the age of 16. It is a State Department law that both parents must give permission for the child to receive a passport. A step parent cannot give consent for the biological parent. This form is available at <https://travel.state.gov> under the forms link.

## **Passport Application FAQs**

### **Q - How do we apply for a passport?**

**A1** – Passport applications must be filled out online at <https://travel.state.gov> Use form DS 11 if using a birth certificate or a form DS 82 if using a previously issued passport.

**A2** – **THIS WILL HELP YOU STEP BY STEP** – Create one application for each person traveling. When filling out the forms for the children, remember to put the child’s info – i.e. the child’s mom and dad, not your’s

- Check – I have read the privacy and computer fraud and abuse acts notices and disclaimers then “SUBMIT”
- Click THE “SUBMIT” tab under apply online
- About you – fill in personal information that is self-explanatory then “NEXT” (if your child was born on Ft Campbell, the state of birth is TENNESSEE not Kentucky)
- Mailing address for passport: 2577 Screaming Eagle Blvd  
Fort Campbell, KY 42223  
In care of: PASSPORTS/REASSIGNMENTS
- Is this your permanent address: “no”
- use your current address or unit you’re assigned to– click “NEXT”
- travel plans: leave travel dates blank- click - “NEXT”
- emergency contact (self explanatory) DO NOT LIST ANYONE WHO WILL BE TRAVELING WITH YOU – click – “NEXT”
- your passport history: click NO if you have never had a passport or YES if you have ever had one and input all information for your most recent passport. If you no longer have the old passport, put unknown and lost or stolen. This should generate a DS 64 that you need to bring to the appointment with the other documents.

- If your birth certificate is available check “OTHER” for the status of your passport and type “RETAIN FOR PERSONAL TRAVEL” as you will turn in your birth certificate instead of your passport as proof of citizenship (everyone 16 and under must submit a birth certificate)
- If your birth certificate is not available, then check “IN MY POSSESSION” for the status of your passport and you will submit your passport as proof of citizenship.
- Other names – self explanatory click – “NEXT”
- Parent & spouse information (you must fill in this information) – self explanatory click – “NEXT”
- Passport application review – check for errors, change or edit if necessary (insure that all information is accurate, **there can be no corrections made on application after printing**), after complete click – “SUBMIT”
- Summary of passport fees – check “PASSPORT BOOK FEE (\$75)” (you will not be charged, there is no cost for an official no-fee passport)
- Bottom of page check the box in shaded AREA “I HAVE READ AND ACKNOWLEDGE THE STEPS CONTAINED ABOVE”
- Bottom of page check “CREATE THE FORM”:
- Do you want to “open or save” this file – click –“OPEN”
- Go to “FILE”
- PRINT PAGES 5 AND 6 ONLY (on two separate sheets) and bring them to the office for processing

**Q – What documents are required when turning in passport application?**

**A –** Passport application (DS 11 if using birth certificate or DS 82 if using a previously issued passport) See FAQ above for who can use a previously issued passport.

Proof of citizenship/birth certificates

All previously issued passports

Military ID of sponsor and all dependents over 16

SSN card of all dependents over 16

Consent forms (DS 3053 – required when one biological parent cannot be present to sign the application for a child under 16, see information above) Step parent cannot sign.

Original marriage certificate

Any life changing documents (original death certificates, divorce decrees, adoption/guardianship paperwork)

Photographs (will be taken at time of appointment at the Passport Office)

**\*PASSPORT APPLICATIONS MUST BE TYPED AND PRINTED BEFORE TURN IN APPOINTMENT.**

**\*DO NOT SIGN APPLICATION, THEY MUST BE SIGNED & WITNESSED BY THE PASSPORT AGENT**

**\*ALL APPLICANTS MUST BE PRESENT TO SUBMIT PASSPORT APPLICATIONS**