PASSPORT CHECKLIST

No-Fee, Diplomatic, Official

- Passport Application **(DO NOT SIGN THE APPLICATION OR STAPLE THE PHOTO)**
  - ✓ Complete application at the following link: https://pptform.state.gov/PassportWizardMain.aspx
  - ✓ Application must be printed in color and single sided
  - ✓ If you are over 16 years old and have a valid U.S. passport, complete a **DS-82** and bring your valid passport with you to your appointment.
  - ✓ If you don't have a passport or are under 16 years old, complete a **DS-11** and submit your original birth certificate.
- **Original birth certificate or valid signed passport**
- Photo copy of valid CAC ID Card of Sponsor – front and back
  - ✓ For minor dependents, both parents are required to be present to sign DS-11. Photocopy of both parent's IDs are required. Dependent ID card or State Driver's license.
- Photo copy of valid photo ID of person applying for passport – front and back
- Two passport photos **(TJAGLCS does not offer onsite photos for dependents)**
- Copy of Official Orders/Approved Command Sponsorship
  - ✓ Official orders must state that you have a need for a government passport and the type of passport you are authorized to apply for, if other than a no fee passport.

PASSPORTS CAN TAKE UP TO 60 DAYS TO PROCESS

- ✓ We are not, under any circumstance, able to expedite a dependent's passport application
- ✓ Service Members may submit a request for an expedited official/diplomatic passport with a memorandum signed by a general officer

The TJAGLCS Passport team does not have the ability to process applications for tourist passports.