

## Official / No-Fee Passports

The 21st FSS Passport Office would like to congratulate you on your recent assignment or temporary duty overseas. Please apply for your Passport as soon as you receive your assignment or orders or are notified of the need for travel, due to the 6 - 8 week return of most Passports. The Passport Office is located at 135 Dover Street, Room 1075 in Building 350 on Peterson AFB. Military members and their families will be able to get a Department of Defense passport within the confines of their current military installation. If you are stationed at a military base other than Peterson AFB, please contact your local Passport Agent first.

For passport questions, travel emergencies, or to make an appointment with one of the Passport Agents, please contact the Passport Office at **(719) 556-0007 or 556-4830**. A passport representative is available **Monday through Friday from 8 a.m. to 4 p.m.**, excluding federal holidays. Please complete the following process to receive a NO-Fee Passport:

### U.S.PASSPORT BOOK APPLICATION PROCESS

You **must** apply if:

- You are applying for your **first** U.S. passport **or**
- You are **under age 16 or**
- Your previous U.S. passport was issued when you were **under age 16 or**
- Your previous U.S. passport was **lost, stolen, or damaged or**
- Your previous U.S. passport was issued **more than 12 years ago or**
- Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

**Before You Begin**, please note that additional requirements exist for minor children under 16 years of age and for minor children 16-17 years old:

#### **Minor Children Under 16 years of age:**

- Must apply in person with both parent(s)/guardian(s)
- Parent(s)/Guardian(s) must **submit** evidence of their relationship to the minor applicant
- When applying for a minor, under the age of 16, **both** parent(s)/guardian(s) must **present** acceptable identification at the time of application
- **Both** parent(s)/guardian(s) **must** provide consent **authorizing passport issuance** for a minor under age 16

#### **Minor Children 16 and 17 years old**

- Must appear **in person** at the time of application
- Have a parent or guardian **present photo identification**, if the minor does not have identification of his or her own
- Establish **parental consent** (You may be requested to provide written parental consent for a child age 16 or 17, if it is not implied on the application)

**Complete and Submit DS-11 Form, Application for A U.S. Passport:**

Complete a DS-11 Form. Application forms are available at most post offices, public libraries, and other government offices. You may also download a form or complete the form online at the U.S. Department of State's website at [www.travel.state.gov](http://www.travel.state.gov). Print the application on two separate pages and **DO NOT** sign the application until instructed to do so by the Acceptance Agent. The application may also be hand-written using black or blue ink.

**Complete and Submit DS-82 Form, Application for A U.S. Passport**

Complete DS-82 Form for customers who have had a previous U.S. Passport Book or Card. Application forms are available at most post offices, public libraries, and other government offices. You can also download a form or complete the form online at the U.S. Department of State's website at [www.travel.state.gov](http://www.travel.state.gov). Using DS-82 Form, **you must surrender your most current Passport, whether it is a tourist or official passport. DO NOT** sign the application until instructed to do so by the Acceptance Agent. The application may also be hand-written using black or blue ink.

**Submit Evidence of U.S. Citizenship**

When applying for a U.S. passport, proof of U.S. citizenship must be submitted **with** the DS-11 Form. All documentation submitted as citizenship evidence will be taken and submitted to the State Department for issuance of the new passport. These documents will be returned with your new U.S. passport. All documents are returned to the 21 FSS Passport Office.

**Primary Evidence of U.S. Citizenship (One of the following):**

- Previously issued, undamaged U.S. Passport
- Certified [birth certificate](#) issued by the city, county, or state\*
- Consular Report of Birth Abroad of Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

**\*Note:** A **certified birth certificate** has a registrar's raised, embossed, impressed, or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes. Beginning April 1, 2011, all birth certificates must also include the full names of the applicant's parent(s). For more information, please see: [www.travel.state.gov](http://www.travel.state.gov)

**Present Identification:**

When applying for a U.S. passport, acceptable **identification** must be presented **at the time of application. Please present an unexpired:**

- Military CAC or ID
- Military, Government, Civilian Employee, Contractor, and Dependent ID Card

**Provide Two Passport Photos:**

You must submit clear, recently taken, and correctly exposed passport photos. Call the Passport Office for an authorization form before visiting the Peterson AFB Multi Media Office. An authorization form for Passport Photos will be scanned from the Passport Office to the Multi Media Personnel. The Multi Media Office is located at Bldg. 418 on Vincent Street behind the Peterson Fitness Center and is open Monday through Friday from 0800 to 1500. Contact the Multi Media Office at (719) 556-4153 with any questions.

Your Photographs Must Be:

- Taken in **normal street attire**:
- Uniforms **cannot** be worn in photographs except religious attire that is worn daily
- Males must wear a collared shirt
- Do **not** wear a hat or headgear that obscures the hair or hairline. If you normally wear prescription glasses, a hearing device, wig or similar articles, they **should** be worn for your picture
- Dark glasses or nonprescription glasses with tinted lenses are **not** acceptable unless you need them for medical reasons (a medical certificate may be required)

**Note:** Please do not wear white or light colored tops as the photos are taken against a white background.

**Appointment process:**

After your application is complete and Passport photos are received, please contact the Passport Office at (719) 556-0007/4830 to schedule an appointment. A Commander's Official Passport request letter, deployment tasking letter, or assignment RIP is required for this appointment. If you need to expedite your Passport application, please provide the Passport agent an expedite letter signed by a General Officer or SES. (Note: the only exception is the 21st Space Wing Commander may sign). Family members' passport applications are not able to be expedited.