

PASSPORT OFFICE 533-3905 (Bldg 41330, Room 11 **BY APPOINTMENT ONLY****)**

OFFICE HOURS: Monday – Friday 1:00 p.m. – 4:00 p.m.

Email: usarmy.huachuca.imcom-central.mbx.passports-fort-huachuca@mail.mil

REQUIRED DOCUMENTS:

1. **DS-11** – completed - **DO NOT SIGN!** Visit www.travel.state.gov, complete online to show barcode at top left corner **DO NOT SIGN**)
2. **TRAVELER/SPONSOR INFORMATION SHEET** (Form attached)
3. **PASSPORT PHOTOS** (Must be within 6 months)
1 – Passport processing and 1 or more for visa applications, if needed.
4. **RFO, TDY ORDERS, TASKER, Email acceptance or PCS ORDER.** (Applicant provides)
If you do not have any of the above, you may need an Exception letter from your commander. An example of the format letter will be provided **upon your request.**
5. **PROOF OF CITIZENSHIP** (Applicant provides) **Applicants over the age of 16:** A previous U.S. passport or an original birth certificate from the **birth state** NOT hospital. A Naturalization Certificate is also acceptable. Abstract birth certificates are not acceptable.
If you do not have a birth certificate, you may order one through this website:www.vitalchek.com
(Disclaimer: neither the DoD or this organization endorses the product or organization at the destination, nor does the DoD exercise any responsibility over the content at the destination.)
Or you may call the passport agent for the birth state's phone number.
6. **ID CARDS** (CAC or Dependent Military ID)
7. **OTHER** (Applicant provides): Original or certified copy of court documents showing legal name changes, custody issues, adoptions etc.

FOR CHILDREN UNDER THE AGE OF 16:

BOTH BIOLOGICAL PARENTS / GUARDIANS PRESENT TO SIGN. Speak with the passport agent if both parents cannot be present to sign. A notarized statement or DS-3053 (**ORIGINAL**) will be completed by the absent parent and copy of front and back of ID used must accompany form.

If submitting Passport as proof of citizenship for children, a copy of birth certificate must be submitted to show parentalship.

STEP-CHILDREN / ADOPTED CHILDREN:

- a. Original or certified copy of court document is required showing legal custody order.
- b. DEERS verification is required (ID Card Section)

EXPEDITE Process - If you are leaving within the next 30 days from date of application, you will need an expedite letter signed by an O-6 or above or an SES Equivalent (GS-15 ok). An example of the format letter will be provided **upon your request.**

ALL APPLICANTS MUST APPEAR IN PERSON WHEN SUBMITTING APPLICATIONS.
DO NOT MAKE TICKET ARRANGEMENTS UNTIL PASSPORTS ARE IN HAND