

NO-FEE PASSPORT PROCEDURES

ALL FORMS MUST BE COMPLETED ON-LINE

- 1) To complete a No-Fee passport application you must access the following website: travel.state.gov

DS-11 (if you have never had a U.S. passport or for a minor under the age of 16 years) Must submit an Original Birth Certificate with a seal. Please be sure to choose the on-line option to complete this application. Submit and print a copy.

Be sure a BARCODE appears on the left side of the application

This form must be signed in front of a passport agent.

DS-82 (if you have a passport to submit as proof of citizenship) Please be sure to choose the on-line option to complete this application. Submit and print a copy.

Be sure a BARCODE appears on the left side of the application

- 2) A Form DD-1056 must be completed for each applicant who is applying for a NO-FEE PASSPORT. This form is to be signed by an authorizing official. Access this form via **GOOGLE**.
- 3) Passport photos: I will provide you with a photo request form for Med-Photo which is located in Bldg. 8
- 4) Once these steps have been completed, please see the Passport Agent in the Transportation Dept. of PSD

YOU WILL NOT BE CHARGED A PROCESSING FEE FOR THIS PASSPORT REQUEST

If there are any further questions please contact Mrs. Armstrong at 295-1067