

## Passport Information

**PSD Rota does not process Tourist or Birth Aboard Applications. Please call NAVSTA Rota's Admin department at 727-3129/1552 to schedule an appointment for one of these two applications.**

**TO OBTAIN A NO-FEE PASSPORT, PLEASE MAKE AN APPOINTMENT BY CALLING 727-3014 ON BASE OR 956-82-3014 OFF BASE TO AVOID LENGTHY WAIT TIMES.**

Below are the checklists required to submit a no-fee passport. Please carefully read the instructions on these checklists to ensure you have all the items listed. The form numbers are links to the document online.

- [Authorization to apply a no-fee passport](#)
- [No-fee Passport Requirements](#)

Applicants will be notified when their passports/documents arrive so they may be picked up.

\* Some scenarios have come up in the past regarding the issuance of no-fee/tourist passports:

(1) Spouses that have permanent residency cards were told they couldn't be issued No Fee Passports without U.S. Citizenship.

(2) Spouse who is in the U.S. on a Fiance Visa and in the process of getting a permanent residency card. She is a European citizen from Poland. Can she move to Spain without the No Fee Passport?

The easy answer to these questions is that a U.S. Passport (No Fee or Tourist) is only issued to a U.S. Citizen. A green card holder is a legal U.S. resident on their way to becoming a citizen.... once they are NATURALIZED they will be eligible for a U.S. PASSPORT. A fiancée VISA is to get married in the U.S. within 90 days of arrival then apply for residency and the green card. Poland is EU so she can travel on her Polish passport.

(3) An Italian woman that had an expired Italian passport that needed to go to the U.S. to renew her Green Card. She wanted a no fee so that she could get back to the States. (Not authorized)

(4) A civilian wanted no fee passports for his family in the Dominican Republic because they could not get U.S. Visas. (Not authorized)

The main requirement for a U.S. Passport is evidence of U.S. Citizenship, having a Green Card is not citizenship; it is only an authorization to be a resident of the U.S. The ONLY acceptable forms of citizenship are; a U.S. State Birth Certificate, A Counselor's Report of Birth Abroad (CRBA), or a Naturalization Certificate.

For all non-U.S. citizens traveling to any foreign country, the individual would have to travel on a passport issued by the country they are citizens of.

**The Foreign Clearance Guide is the reference.**

And, just as a side note, military personnel shall be in the uniform of the day when conducting business at PSD. This is not a new policy, this is a standard policy.