

# **NO-FEE PASSPORT REQUIREMENTS**

**UPDATED ON 13 October 2016**

**\*Before arriving at the Passport Office located at Personnel Support Detachment (PSD) Corpus Christi, TX. Please contact the Passport Representative at (361) 961-1036 or DSN: 861-1036. He will provide you with all the pertinent information and a list documents your will need to bring in for your appointment.**

\*\*Once our Passport Representative has verified that you have all the required documents, you will be asked to proceed to see a "DOD" Passport Agent in Fort Sam Houston, San Antonio, TX since PSD Corpus Christi does not currently have a "DOD" Passport Agent. Below is the address and telephone number to the DOD Passport Agent in San Antonio, TX.

**4130 Stanley Road Suite 700  
Ft. Sam Houston, Texas 78234  
(210) 295-6339**

**\*\* WE WILL MAKE AN APPOINTMENT FOR YOU ONCE WE VERIFY THAT YOU HAVE ALL REQUIRED DOCUMENTS BEFORE YOU TRAVEL TO SAN ANTONIO, TX \*\***

\*\*\*\*Passport and visa requests must be submitted **60 days** in advance of your anticipated departure date in order to ensure proper processing.

## **REQUIRED DOCUMENTS:**

**1. DD FORM 1056: (AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA)**

**\*\* WILL BE FILLED OUT BY OUR PASSPORT REPRESENTATIVE AND/OR THE TRANSFERS CLERKS (AS APPROPRIATE) AND PROVIDED IT TO THE TRAVELER IN ORDER THAT HE OR SHE CAN DELIVER IT TO THE "DOD" PASSPORT AGENT IN SAN ANTONIO, TX. IN TURN, THE DOD PASSPORT AGENT WILL TRANSCRIBE THE INFORMATION TYPED ON THIS FORM ON A NEW ELECTRONIC SYSTEM CALLED THE VISA AND PASSPORT APPLICATION SYSTEM (VPAS) BEFORE MAILING THE REST OF THE PACKAGE AND/OR SUPPORTING DOCUMENTS FOR PROCESSING OF THE "NO-FEE" PASSPORT APPLICATION(S).**

**2. PHOTOGRAPHS:**

YOU ARE REQUIRED TO BRING IN ONE 2” X 2” PASSPORT PHOTO (and which **MUST** be in civilian attire). Photo may be obtained in the Corpus Christi area and/or the city where you live. You can normally obtain passport photos at a local Pharmacy.

3. You are required to bring in **PROOF OF U.S. CITIZENSHIP:**

**ORIGINAL BIRTH CERTIFICATE “MUST”** contain the following information:

- **NAME OF THE CHILD**
- **FULL NAME OF THE PARENT(S)**
- **DATE OF BIRTH**
- **PLACE OF BIRTH**
- **DATE CERTIFICATE FILED IN THE REGISTRAR’S OFFICE (MUST be within one year of birth)**
- **SIGNATURE OF REGISTRAR AND AUTHORIZED SEAL OF REGISTRAR’S OFFICE (Seal may be RAISED, EMBOSSSED, IMPRESSED, OR MULTICOLORED).**

**\*\*\*PLEASE NOTE THAT HOSPITAL BIRTH CERTIFICATES ARE NOT AN ACCEPTABLE FORM OF PROOF OF U.S. CITIZENSHIP.\*\*\***

**U. S. PASSPORT:**

If you do not have the birth certificate, but you have been previously issued U.S. Passport that is a valid form of proof of U.S. citizenship.

**BORN ABROAD:**

If you or your family members were born abroad, you or your family members can submit the birth abroad certificate issued by the American embassy and/or United States Consulate.

**NATURALIZED:**

If you are a naturalized U.S. citizen, please bring the “**ORIGINAL CERTIFICATE OF NATURALIZATION**” as it must be submitted to the department of state to obtain the “No-Fee” passport. This only is provided, if you do not have another form or proof of U.S. citizenship.

**Note:** Your Documents will be forwarded to the State Department by the “DOD” Passport Agent and you will get them back after your Passport has been issued and returned back to our office.

**\*\*\*Please bring any passport (TOURIST OR NO-FEE, VALID OR EXPIRED) that has been issued to you and is in your possession even if it is not being submitted as proof of citizenship just to prove who you are.**

**MINORS:**

Minors under the age of 16, who have been issued a Passport, (Tourist or “No-Fee”) must submit it as part of the application package process or otherwise the application will be returned by the State Department.

**4. DS-11: (PASSPORT APPLICATION).** The DS-11 is the required form you need to submit to acquire a “No-Fee” passport.

**PLEASE COMPLETE THE DS-11** online at [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV).

- All information should be filled in to include optional items; these items are needed by the “DOD” Passport Agent to complete their portion of your application such as: Middle Name, Suffix (if applicable), Email Address, and Phone Number. **DO NOT LEAVE ANY BLOCKS BLANK ON THE DS-11.**
- In the “Mailing Address” section (Block 8), you **MUST** use the following address:

**US ARMY SOUTH PASSPORT AGENT  
4130 STANLEY ROAD SUITE 700  
FT. SAM HOUSTON, TX 78234**

In “Is This Your Permanent Address block?” you **MUST** answer “**NO**”

- In the “Are you known by other names” section (Block 9), only list previous official names such as a maiden name. Do **NOT** list nicknames.
- In the “Permanent Address” section (Block 17), you will enter your physical address or what you consider your Permanent Address.
- **You MUST answer “No” in block 21 and 22**, where it asks you “Have you ever applied for or been issued a U.S. Passport Book or Card?” If you answer “Yes” in these blocks, the Passport Application Wizard will take you to another form, which is the DS-82 and which will consequently result in you applying for a Tourist Passport as opposed to a “No-Fee” Passport.

Once you review all the information, click on the “Next” button and then select option for “Passport Book”. **It will show a fee of \$110.00 but you will NOT have to pay this fee nor enter any credit card information.**

There will not be processing fee. Continue on to click on “**Next**” button then select that you have read and acknowledge the steps and information contained above. Select “**Create Form**” and then print the **DS-11**.

**After printing, the DS-11 it MUST have a 2-D bar-code in the top left corner of page 1 of 2 or it will NOT be accepted.**

**\*\*\* Save the DS-11 as a PDF file and email it to the PSD Passport Representative for verification of the information.**

All Children MUST be present for application processing.

Children 16 years of age or older MUST execute their own passport application. **Children under age 16 MUST have both birth parents present.** If only one parent is available, please contact us at (361) 961-1036 for more information.

**5. PLEASE BRING IN AN IDENTIFICATION CARD such as MILITARY ID CARD (for all active duty and dependents) or CAC CARD & DRIVER’S LICENSE (for all civil service employees and dependents).**

**6. SOCIAL SECURITY NUMBERS: FOR ALL APPLICANTS**

(Federal Tax Law SECTION 6039E of the Internal Revenue Code of 1986 Requirement)

**Please direct all questions relative to “No-Fee” Passports and Visa to:**

**Passport Representative**

Personnel Support Detachment

10461 D. Street, Suite 105

Corpus Christi, TX 78419

COM: (361) 961-1036

DSN: 861-1036

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