

# **Passport Appointment Checklist**

## **Passport Application**

- Passport application (DS-11) initial official passport request or Passport application (DS-82) for renewing an official passport. (Under certain circumstances the online application may print a DS-11.)

## **Passport Photo**

- Bring one passport photo
  - Click [here](#) for requirements of an acceptable passport photo.
  - Passport photos can be taken for free on Fort Bliss by appointment only (No walk-ins accepted) on Tuesdays at the Visual Information Center located at the Soldier Support Center on 21000 Minue Drive. <http://www.vios.army.mil/>. Must log in with CAC card. For information, call (915) 741-7975.
  - Passport photos with a fee can also be taken outside Fort Bliss at any passport photo business.
  - Passport photos can only be used once and are not used from previous passports.

## **ID Cards**

- Bring valid military ID and driver's license
  - Applicants under the age of 16 will need proof of parents' ID cards.
  - Bring photo copy of front and back of military ID card and driver's license (if applicable). Cannot be double-sided. Must be single-sided for scanning purposes.

## **Social Security card**

- Bring social security cards (to verify SSN for each applicant). If not available bring proof of social security number for applicant (i.e. tax return).

## **Proof of Citizenship**

- Bring **ORIGINAL** proof of citizenship.
  - Please view the PDF "Proof of Citizenship" attached in this website for further instructions for what can be used as proof of citizenship.

## **Orders**

- Soldiers going on TDY/TCS orders, a copy of your orders will be required. If orders are not available, then an approved memo between Division and the State Department will be required.
- Family members going on PCS orders, a copy of orders with approved command sponsorship or deferred travel is **NOT** needed during the appointment but will be needed when picking up your passport.

## **Other Required ORIGINAL Documents (If applicable)**

- Adoption court orders
- Child custody court orders
- Marriage license
- Divorce decree
- Name change court order
- DS 3053 Consent Form for Minor (15 years old and younger) is required when biological parent cannot be present to sign application in front of passport agent, provided both parents share custody.

## **Expedite Requests**

An example expedite memo (Word document) is located in the Army website. The signature on all expedite memos must be from an O7 or above to be acceptable. The processing time is 2-4 weeks with an expedite memo.