

(AS OF 04 DEC 2015)

# “PASSPORT REQUIREMENTS”

**FOR APPOINTMENTS PLEASE CALL: 253-967-2269**

**HOURS OF OPERATION ARE: MONDAY-FRIDAY 0900-1530**

**APPOINTMENTS ARE SCHEDULED: MONDAY-THURSDAY ONLY (LAST APPOINTMENT SCHEDULED IS AT 1430)**

**PLEASE FOLLOW THE INSTRUCTIONS IN THIS PACKET DO NOT FOLLOW THE INSTRUCTIONS ONLINE!!!!!!!!!!!!**

## **REQUIREMENTS:**

YOU MUST BE A U.S. CITIZEN. A MINOR MUST FALL UNDER THE CATEGORY OF THE CHILD ACT OF 2000. EVERYTHING IN THE APPLICATION WILL NEED TO BE FILLED OUT AND ANSWERED.

## **NO EXCEPTIONS.**

DOCUMENTATION (ORIGINAL BIRTH CERTIFICATE, MARRIAGE CERTIFICATE, NATURALIZATION CERTIFICATE, DIVORCE DECREE, ETC.). IF YOU ARE UNSURE PLEASE ASK! IF APPLICATIONS ARE INCORRECT AND OR DOCUMENTATION IS NOT WHAT THE STATE DEPARTMENT REQUIRES, YOU WILL BE RESCHEDULED.

AT THE APPOINTMENT TIME ALL PASSPORT APPLICATION(S) AND ORIGINAL DOCUMENTATION (BIRTH CERTS, MARRIAGE CERTS, DIVORCE DECREE, ETC.) WILL BE COLLECTED AND SUBMITTED TO THE DEPARTMENT OF STATE FOR PROCESSING, PHOTOS OF ALL APPLICANTS WILL BE TAKEN AT THIS TIME.

PHOTOS FOR MINOR CHILDREN AGE 1 MONTH TO 1 YEAR PLEASE PROVIDE A CARRYING SEAT AND/OR CAR SEAT IF THE CHILD IS NOT ABLE TO SIT UP BY THEMSELVES.

PASSPORT PROCESSING TIME WILL TAKE BETWEEN **6-8 WEEKS** AFTER YOUR APPOINTMENT.

## **PRIOR TO YOUR APPOINTMENT THE FOLLOWING THINGS MUST BE ACCOMPLISHED:**

1. PASSPORT APPLICATIONS: (DS-11) OR RENEWAL FORMS (DS-82) MUST BE FILLED OUT AND PRINTED ONLINE AT: <https://travel.state.gov/>.

**NO HANDWRITTEN PASSPORT APPLICATIONS CAN BE ACCEPTED.**

2. PLEASE FOLLOW THESE INSTRUCTIONS THOROUGHLY. [CLICK HERE FOR A VISUAL GUIDE](#). FROM THE WEBSITE:

A. CLICK ON **“U.S. PASSPORT”**

- B. CLICK ON "**GET STARTED**"
  - C. FIRST, CHECK THE BOX FOR NOTICES AND DISCLAIMERS, THEN CLICK "**SUBMIT.**"
  - D. AT THE BOTTOM RIGHT, HOVER THE MOUSE OVER THE "**COMPLETE FORM ONLINE**" AREA AND CLICK THE "**SUBMIT**" BUTTON WHEN IT SHOWS UP.
  - E. ABOUT THE APPLICANT. ENTER YOUR CURRENT LEGAL FULL NAME, TO INCLUDE MIDDLE NAME AND ANY SUFFIX. IF YOU ARE CURRENTLY MARRIED AND YOU CHANGED YOUR LAST NAME TO YOUR SPOUSE'S LAST NAME, PLEASE TYPE IN WHAT YOUR LEGAL NAME IS NOW.
  - F. CONTACT INFORMATION. YOUR **EMAIL ADDRESS MUST BE YOUR ENTERPRISE EMAIL ADDRESS ONLY (MILITARY EMAIL).**
  - G. YOUR MOST RECENT PASSPORT. IF YOU HAVE NEVER BEEN ISSUED AN OFFICIAL NO-FEE PASSPORT BEFORE, SELECT "**NONE.**"
  - H. PARENT INFORMATION. WHEN FILLING OUT YOUR MOTHER'S INFORMATION, **USE YOUR MOTHER'S MAIDEN NAME AT BIRTH, NOT HER MARRIED NAME.** FOR "**PLACE OF BIRTH,**" **USE STATE ONLY** IF BORN IN THE USA, ONLY INCLUDE COUNTRY OF BIRTH IF BORN OUTSIDE THE USA.
  - I. SPOUSE INFORMATION. IF MARRIED, USE THEIR MARRIED NAME. IF THEIR NAME WAS **LEGALLY CHANGED THROUGH COURT**, PLEASE PROVIDE COURT DOCUMENTATION.
  - J. OTHER NAMES. ONLY INCLUDE LEGALLY CHANGED NAMES, **NO NICKNAMES.** IF YOU WERE PREVIOUSLY MARRIED AND NOW DIVORCED, LIST OTHER NAMES USED AND PROVIDE DIVORCE DECREE. PLEASE PROVIDE COURT DOCUMENTS FOR ALL NAME CHANGES.
  - K. PASSPORT PRODUCTS AND FEES. **YOU WILL NOT BE CHARGED.**
    - i. FOR PASSPORT OPTIONS, SELECT "**PASSPORT BOOK.**"
    - ii. FOR PROCESSING METHODS, SELECT "**ROUTINE SERVICE.**"
    - iii. FOR DELIVERY METHODS, SELECT "**STANDARD DELIVERY.**"
  - L. PRINT YOUR FORM(S). SCROLL TO THE BOTTOM OF THE PAGE AND BE SURE TO CHECK THE DISCLAIMER BOX BEFORE CLICKING ON THE "**CREATE FORM**" BUTTON.
3. **PRINT THE PAGES** OF THE APPLICATION AS **SINGLE-SIDED, BLACK AND WHITE PAGES;** APPLICATIONS PRINTED IN COLOR AND/OR DOUBLE-SIDED WILL NOT BE ACCEPTED!
4. THE PRINTED DS-11 MUST HAVE THREE (3) BARCODES, TWO (2) ON PAGE 5 (ONE IS IN THE UPPER LEFT HAND CORNER, ONE IS IN THE LOWER RIGHT HAND CORNER) AND ONE (1) ON PAGE 6 (LOWER RIGHT HAND CORNER). IF YOUR APPLICATION DOES NOT HAVE THESE BARCODES, IT WILL NOT BE CONSIDERED AS AN ACCEPTABLE APPLICATION.
5. PROVIDE ALL THE PROPER DOCUMENTATION THAT YOU WILL BE SUBMITTING WITH YOUR APPLICATION.
6. IF YOU REQUIRE FURTHER ASSISTANCE OR HAVE QUESTIONS PLEASE COME INTO OUR OFFICE OR CALL 253-966-2790/253-966-1117.

**IF YOU CURRENTLY HAVE OR ARE RENEWING AN “OFFICIAL OR DIPLOMATIC” PASSPORT:**

1. SUBMIT THE (DS-82) APPLICATION
2. YOUR “OLD” OFFICIAL/DIPLOMATIC PASSPORT MUST BE TURNED INTO THIS OFFICE AT THE TIME OF YOUR APPOINTMENT SO THAT IT MAY BE CANCELLED.
3. A MEMORANDUM WHICH STATES THAT YOU ARE REQUIRED TO HAVE AN “OFFICIAL OR DIPLOMATIC” PASSPORT (SIGNED BY AN O6 OR EQUIVILANT FOR CIVILIANS) OR A COPY OF YOUR ORDERS THAT STATES THAT YOU NEED ISSUANCE OF AN “OFFICIAL OR DIPLOMATIC” PASSPORT.
4. IF YOU ARE FLYING ON A COMMERCIAL FLIGHT, YOU WILL NEED TO PROVIDE A COPY OF YOUR FLIGHT ITINERARY.
5. ALL INFORMATION TYPED ON THE APPLICATION MUST BE SUPPORTED BY THE DOCUMENTATION WHICH YOU ARE SUBMITTING.
  - A. NAME SHOULD BE THE SAME AS IT REFLECTS ON THE SOCIAL SECURITY CARD. STATE DEPARTMENT ACCESSES THE SOCIAL SECURITY DATA BASE TO VERIFY FIRST, MIDDLE, AND LAST NAME. FOR EXAMPLE: JENNIFER MARIE JOHNSON (MAIDEN NAME) IS CHANGED TO JENNIFER MARIE BURGERSON (MARRIED NAME). **IF THE SOCIAL SECURITY CARD SHOWS JENNIFER MARIE BURGERSON THE APPLICATION MUST SHOW JENNIFER MARIE BURGERSON.**
  - B. THE NAME AS IT SHOWS ON THE BIRTH CERTIFICATE, WITH THE EXCEPTION OF LAST NAME IF IT WAS CHANGED DUE TO MARRIAGE.
  - C. ALSO, BIRTH DATES AND BIRTH PLACE WILL NEED TO MATCH WHAT IS ON THE PASSPORT APPLICATION TO THE DOCUMENTATION.

**EXAMPLES OF REASONS WHY PASSPORT APPLICATIONS ARE BEING RETURNED WITHOUT BEING PROCESSED:**

1. **NAMES** – IF NAMES DO NOT MATCH THE DEPENDENT I.D., SOCIAL SECURITY CARD OR DRIVER’S LICENSE WITH THE NAME ON THE APPLICATION. MAKE SURE THAT YOU WRITE THE NAMES “**EXACTLY**” HOW IT APPEARS ON THE SOCIAL SECURITY CARD.
2. **OCCUPATION** – IF UNDER 5 YEARS OLD WRITE “**CHILD**”. IF OVER 5 YEARS OLD WRITE “**STUDENT**”. IF UNEMPLOYED WRITE “**DOMESTIC ENGINEER**”.
3. **EMPLOYER OR SCHOOL** – IF UNDER 5 YEARS OLD OR UNEMPLOYED LEAVE BLANK.
4. **PERMANENT ADDRESS** – MAKE SURE YOU PROVIDE AN ADDRESS WHERE YOU ARE CURRENTLY RESIDING OR A HOME OF RECORD ADDRESS.
5. **EMERGENCY CONTACT INFORMATION** – **ONLY LIST A FRIEND OR RELATIVE WHO IS NOT TRAVELING WITH YOU.**
6. **TRAVEL PLANS** – FOR THE DEPARTURE DATE LIST THE SPONSORS REPORT DATE OR THE DATE OF TRAVEL.

7. **FOR THE RETURN DATE** – IT WILL BE TWO (2) OR THREE (3) YEARS DEPENDING ON THE COUNTRY OF ASSIGNMENT.
8. **COUNTRIES TO BE VISITED** – ONLY LIST COUNTRY OF ASSIGNMENT.

**ACCEPTABLE DOCUMENTATION:**

1. **ORIGINAL BIRTH CERTIFICATE** – A CERTIFIED TRUE COPY BIRTH CERTIFICATE HAS A REGISTRAR'S RAISED, EMBOSSED, IMPRESSED, OR MULTICOLORED SEAL, REGISTRAR'S SIGNATURE, AND THE DATE THE CERTIFICATE WAS FILED WITH THE REGISTRAR'S OFFICE, WHICH MUST BE WITHIN 1 YEAR OF YOUR BIRTH. PLEASE NOTE, SOME SHORT (ABSTRACT) VERSIONS OF BIRTH CERTIFICATES MAY NOT BE ACCEPTABLE FOR PASSPORT PURPOSES AND NO BIRTH CARDS WILL BE ACCEPTED.
2. **PREVIOUSLY ISSUED PASSPORT** – APPLICANTS WHO WERE ISSUED A PASSPORT AT AGE 16 OR OVER MAY SUBMIT PREVIOUSLY ISSUED PASSPORTS IN PLACE OF A BIRTH CERTIFICATE. THE PASSPORT MAY BE EXPIRED BUT **NOT TO EXCEED A 10 YEAR EXPIRATION DATE**. IF THE PASSPORT WAS ISSUED PRIOR TO AGE 16 A BIRTH CERTIFICATE WILL BE REQUIRED WITH THE NEW REQUEST.
3. **ORIGINAL BIRTH ABROAD CERTIFICATE** – MUST BE THE ORIGINAL CERTIFICATE, **NOT A NOTARIZED PHOTO COPY**.
4. **ORIGINAL NATURALIZATION CERTIFICATE** – MUST BE THE ORIGINAL CERTIFICATE THAT WAS ISSUED TO YOU BY THE U.S. DEPARTMENT OF JUSTICE-IMIGRATION AND NATURALIZATION SERVICE DEPARTMENT, **NOTARIZED COPIES WILL NOT BE ACCEPTED**.
5. **ADDITIONAL REQUIREMENTS FOR MINORS** – IF A MINOR IS APPLYING FOR A PASSPORT BOTH PARENTS MUST BE PRESENT AT THE TIME THE APPLICATION IS SUBMITTED. IF A MINOR FALLS IN THE CHILD ACT OF 2000 CATEGORY THE FOLLOWING IS REQUIRED:
  - A. ONE PARENT'S ORIGINAL NATURALIZATION DOCUMENT
  - B. MARRIAGE CERTIFICATE, TRANSLATED TO ENGLISH IF REQUIRED
  - C. RESIDENTIAL ALIEN CARD FROM THE U.S. DEPARTMENT OF JUSTICE, IMMIGRATION, AND NATURALIZATION SERVICE.IF BOTH PARENTS CANNOT BE PRESENT AT THE TIME OF APPLICATION, THE ABSENT PARENT MUST PROVIDE THE FOLLOWING:
  - A. AN ORIGINAL DS 3053 FORM SIGNED AND NOTARIZED.
  - B. A COLOR COPY OF THE FRONT AND BACK OF THE I.D. THAT WAS PRESENTED AT THE TIME THE DS 3053 WAS SIGNED AND NOTARIZED. STATE DEPARTMENT WILL NOT ACCEPT ANY DS 3053 THAT IS NOT DATED THE SAME DATE FOR BOTH WHEN IT WAS SIGNED AND WHEN IT WAS NOTARIZED. **THE DS 3053 IS ONLY VALID FOR 90 DAYS FROM THE DATE IT WAS SIGNED AND NOTARIZED.**
6. **DIVORCES** – ALL ORIGINAL OR CERTIFIED COPY (IES) OF DIVORCE DECREES FROM THE STATE OR COUNTRY THE DIVORCE WAS FILED/GRANTED. ALL DIVORCE DECREES NEED TO BE IN ENGLISH. IF NOT, THE ORIGINAL DIVORCE DECREE WILL NEED TO BE SUBMITTED ALONG WITH THE ENGLISH TRANSLATED COPY.

7. **MARRIAGES** – ONLY THE MOST RECENT MARRIAGE CERTIFICATE (COPIES ARE ACCEPTED AS LONG AS IT HAS A NOTARIZED STAMP). ALL CERTIFICATES MUST BE IN ENGLISH, IF NOT SUBMIT THE ORIGINAL WITH THE ENGLISH TRANSLATED COPY
8. **NAME CHANGE** – ORIGINAL NAME CHANGE COURT DOCUMENTATION.
9. **NAME CORRECTION** – ORIGINAL NAME CHANGE DOCUMENT FROM COUNTRY OR STATE.
10. **ADOPTION** – ORIGINAL ADOPTION DOCUMENT WITH NAME CHANGE IF APPLICABLE, IN ENGLISH AND TRANSLATED INTO ENGLISH IF APPLICABLE.
11. **CHILD CUSTODY** – ORIGINAL CHILD CUSTODY DOCUMENTATION FROM THE COUNTRY OR STATE THAT THE CUSTODY WAS GRANTED. IF PARTIAL CUSTODY, BOTH LEGAL PARENTS MUST CONSENT TO A PASSPORT ISSUANCE. A DS 3053 NOTARIZED STATEMENT OF CONSENT MUST BE PRESENTED TO THE PASSPORT AGENT AT THE TIME OF THE APPLICATION.

**THIS INSTRUCTION SHEET IS PROVIDED AS A COURTESY TO ASSIST YOU IN COMPLETING YOUR APPLICATION. IT IS YOUR RESPONSIBILITY TO ENSURE ACCURATE DATA IS LISTED ON THE FORM. SINCE WE HAVE TO SWEAR AN OATH TO YOU VERIFYING THAT ALL INFORMATION IS TRUE AND CORRECT, WE CANNOT PROVIDE FURTHER ASSISTANCE IN COMPLETING THE APPLICATION, NOR CAN WE FILL IT OUT FOR YOU.**