

# Checklist for DS-11 Passport Application (Minor Child Renewal Only)

The Transportation Division, Passport Acceptance Office processes child renewal tourist passport applications as well as all official and no-fee passport applications on an appointment basis. You may call our office at 753-8557 to schedule an appointment. The required forms vary based on the type of application and the applicant's status. You must refer to specifics listed on the attached pages, or the following website at:  
<http://humphreys.korea.army.mil/Passports>.

You may also submit your application directly to the US Embassy, or US Embassy personnel on the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1400 hours.

1. \_\_\_\_ Form DS-11 (Application for a U.S. Passport): Instructions for properly completing the form, and a link to the form, are available on our website (<http://humphreys.korea.army.mil/Passports>). The form must be completed on-line, contain a bar code in the upper left corner of the first page. The form must be printed on a laser quality printer on single-sided paper only. The form cannot have any manual changes after being printed, and cannot be pre-signed. The child and both parents must appear in person, and all signatures must be witnessed by an authorized acceptance agent at the time of submission.

2. \_\_\_\_ Original US Passport (Previously issued undamaged):

- Tourist passport renewal application: You must submit your most recent US passport issued, regardless of whether it was a tourist passport or an official/no-fee passport.
- Diplomatic/official/no-fee renewal application: You must submit your current diplomatic/official/no-fee passport if you have one, otherwise, submit your current tourist passport.

3. \_\_\_\_ Two (2) Passport Photographs:

- Tourist passport renewal application: In normal street attire.
- Diplomatic/Official/No-Fee passport renewal application: In conservative clothing (no t-shirts/tank-tops).
- Visa application: Check with Military Passport Agent for specifics.
- The photographs must be in color.
- The photographs must be two (2) inches x two (2) inches in size (with no borders).
- The photographs must have been taken within the past six (6) months, showing current appearance.
- The photographs must display full face, front view, with plain white or off-white background.
- The distance from the bottom of the chin to the top of the head must be between one 1 inch and 1-3/8 inch.
- The photographs cannot display any clothing that resembles military attire or color
- The same photographs cannot be used from another passport application
- Vending machine photographs are generally not acceptable, and photographs should be printed on a laser quality printer.

Diplomatic/official/no-fee passport photographs may be obtained at no charge through the Visual Information Center at: [https://www.vios-akowest.army.mil/\(S\(cflg2145rn4rlo45ybv54455\)\)/Login/AKOLogin.aspx](https://www.vios-akowest.army.mil/(S(cflg2145rn4rlo45ybv54455))/Login/AKOLogin.aspx)

You must visit the CP Humphreys Passport office to be provided a Memorandum authorizing the Visual Information Center to issue you an Official/No Fee or Diplomatic passport photograph.

**DO NOT attach photograph to passport or visa applications.**

4. \_\_\_\_ Progression Photographs: If the child's likeness in the new passport photograph does not easily resemble the child's likeness in the passport being used to support the renewal application (which is normal in younger children), you must provide annual progression facial photographs of the child. Example: Previous passport issued in 2005, renewing passport in 2010 - progression photographs required for 2006, 2007, 2008 & 2009.

5. \_\_\_\_ Evidence of parents/guardians relationship to the applicant (**original**):
  - US Birth Certificate (certified with raised seal) (full document, not summarized or card version)
  - Consular Report of Birth Abroad (Form FS-240) (Issued by US State Department)
  - Certification of Birth (Form DS-1350) (Issued by US State Department)
  - Adoption Decree (court certified with raised seal)
  - Court Order (certified with raised seal) establishing custody.
  - Court Order (certified with raised seal) establishing guardianship.
6. \_\_\_\_ Parents valid picture ID.
7. \_\_\_\_ Money order in the amount of **\$105** made payable to the “US Embassy” in the EXACT AMOUNT (**tourist passport only**). **DO NOT include any additional fees for expedited services.**
8. \_\_\_\_ Name Change:
  - All applicants whose name has changed since birth or when their last passport was issued must provide documentation of a name change when applying for a US Passport. The documentation must be certified copies: Photocopied, faxed or scanned copies are not acceptable. Documentation examples: Marriage certificate, Divorce document, Legal name change by court order.

**The following documents are required only for diplomatic/official/no-fee passport applications:**

**NOTE: (CIVILIAN SPONSOR ONLY) A family member cannot apply for an official passport unless their DoD/DoDDS civilian sponsor already has, or is applying at the same time for, an official passport.**

8. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport:
  - Family member(s) of military servicemember: Command-sponsorship orders listing applicant (to include amendments and extensions).
  - DoD family member(s) (**all of the following**):
    - DD Form 1614 (Permanent Duty Travel Order) to Korea.
    - Letter of Employment (signed by CPAC) listing applicant.
    - DD Form 1617 (Transportation Agreement signed by CPAC) or DA Form 5369-R (Rotation Agreement signed by CPAC).
  - DoDDS family member(s) (**all of the following**):
    - DD Form 1614 (Permanent Duty Travel Order) to Korea.
    - Letter of Employment (signed by DODDS Korea District) listing applicant.
    - DD Form 1616 (Transportation Agreement signed by DODDS Korea District).
9. \_\_\_\_ DD Form 1056 (Authorization to Apply for a “No-Fee” Passport and/or Request for Visa): The form, and instructions for properly completing the form, is available on our website.
10. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.