

# Checklist for DS-82 Passport Application (Adult Renewal Only)

The Transportation Division, Passport Acceptance Office processes adult renewal tourist passport applications as well as official and no-fee passport applications on an appointment basis. You may call our office at 753-8557 to schedule an appointment. 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-82 (Application for a U.S. Passport by Mail). 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 should **(must for diplomatic/official/no-fee applications)** 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. The applicant need not appear in person, nor does the signature need to be witnessed by an authorized acceptance agent at the time of submission.

2. \_\_\_\_ Original US Passport (**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 (**If applying for a diplomatic/official/no-fee passport through the Transportation Division Passport Office, we will make a copy of your passport and return the original back to you at the time you submit your application**).

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 at Client Legal Services 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. \_\_\_\_ Money order in the amount of **\$110** made payable to the "US Embassy" in the EXACT AMOUNT (**tourist passport only**). **DO NOT include any additional fees for expedited services.**

5. \_\_\_\_ Valid picture ID when US Passport is expired and when submitting an Official/No Fee passport application your Military ID is required.

6. \_\_\_\_ Name Change:

- All applicants whose name has changed since their passport was last 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: 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.**

5. \_\_\_\_ Documentary proof of entitlement to diplomatic/official/no-fee passport (**all of the following**):

- Military servicemembers (**all of the following**):

- Assignment orders to Korea or gaining assignment from Korea.

- Memorandum of support for official passport (**see our website for sample**).

- Military family member(s): Command-sponsorship orders listing applicant (to include amendments and extensions).

- DoD employee and their 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 employee and their 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).

6. \_\_\_\_ 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.

7. \_\_\_\_ Request to Expedite Passport Application. The format for this memorandum is available on our website.