

Checklist for DS-11 Passport Application (Adult First Time Only)

The Transportation Division, Passport Acceptance Office processes first-time adult 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. The required forms vary based on the type of application and the applicant's status. Below is a general checklist that will cover most situations, and 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 applicant must appear in person, and signature must be witnessed by an authorized acceptance agent at the time of submission.

2. ____ Evidence of applicant's US citizenship (one of the following) (**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)
- Naturalization Certificate (Issued by US Department of Homeland Security)
- Certificate of Citizenship (Issued by US Department of Homeland Security)

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. ____ Valid picture ID.

5. ____ Money order in the amount of **\$135** made payable to the "US Embassy" in the EXACT AMOUNT (**tourist passport only**). **DO NOT include any additional fees for expedited services.**

6. ____ 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.

6. ____ 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 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).

7. ____ 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.

8. ____ Request to Expedite Passport Application. The format for this memorandum is available on our website.