

HOW TO FILL OUT YOUR PASSPORT APPLICATION

Before your application can be processed, you must do the following:

1. For the pictures, please make an appointment with the Photo Lab, telephone number (831) 242-5249. These are taken only with appointments.
2. Complete POM Form 239 (Passport Application Worksheet). Include ALL individuals authorized to travel with you. Also, include a transit address and telephone number where passports may be forwarded, in the event they are not received before you leave.
3. Fill out Form DS-11 (Application for Passport Registration) or DS-82 (Application for Passport Renewal). Please fill one out for each individual authorized to travel with you. Please type or print neatly using only black or blue ink. DO NOT SIGN THE FORM(S) DS-11/DS-82. IT MUST BE SIGNED ONLY IN THE PRESENCE OF A PASSPORT AGENT.
4. Prior to turning in application, please ensure that all of the following documents are in your possession:
 - a. Completed Form DS-11/DS-82 but NOT SIGNED.
 - b. Passport Photos
 - c. Proof of Citizenship, as required.
 - d. Birth Certificate
 - (1) U.S birth certificate must have a raised state seal or multi-colored state seal and date filed.
 - (2) If applicant was born overseas and registered with the U.S. Embassy or Department of State (DOS), please provide the original FS Form 240 (Certificate of Birth Abroad).
 - e. Naturalization Certificate – Original. It is against the law to copy this form.
 - f. U.S. Passport – Ones previously issued, current, or expired.
 - g. Military Identification Card: Please present to verify each application, to include dependents.
5. **ALL APPLICANTS MUST MUST BE PRESENT.** For children under 14 years of age, both parents that are listed on the birth certificate must be present and both must sign the Form DS-11/DS-82. **EACH INDIVIDUAL 14 AND OLDER MUS BE PRESENT TO SIGN APPLICATION.**
6. Upon receipt of passports, all documents submitted with the applications will be returned to you.
7. Passport agent's telephone numbers are (831) 242-5203/5330 FAX (831) 242-5821 & e-mail pres.msgto@conus.army.mil. Access WEB at <http://dli-www.army.mil> then click to "Presidio" to "Directorate of Logistics Transportation Office."