

To process for Dependents “NO-FEE” U.S. passport the following items are required:

1. **Passport Application** (DS-11 or DS-82) go online: <https://pptform.state.gov/> and choose *Apply Online*.

Applications MUST be type online and printed with a barcode label on the **UPPER LEFT HAND CORNER** of the front page. Application must be printed single sided, not double sided. **PRINT (Pages 5-6) ONLY! DO NOT SIGN APPLICATION PRIOR TO COMING to the PASSPORT OFFICE.**

When typing the application online please pay close attention to what information is being requested.

- Enter dependent’s full name. If individual does not have a middle name, leave box blank.
 - DO NOT enter Mr., Ms., and Mrs. on the suffix line.
 - Social Security number must be that of applicant (NOT SPONSOR). Do not type dash between the SSN
 - For occupation list *Dependent* and the relationship to sponsor, i.e. wife, son, daughter, stepson, stepdaughter.
 - For mailing address use: **Transportation Division, BLDG 4-2843 Normandy Dr, 1st FLR, Fort Bragg, NC 28310-5000**
 - For permanent address use your current address or home of record address.
 - Please list all contact numbers, no dashes, cell phone first.
 - Travel plans must match your DD1056.
 - For emergency contact please type in someone **NOT** traveling with the applicant, i.e. a grandparent, aunt or uncle.
 - For parental information please enter all known information and be sure to enter mother’s **Maiden** last name. If a parent is deceased his/her known information must still be entered.
 - If dependent has been known by any other name - enter this information, this includes **maiden names and previous marriage names as well as other legal name changes.**
 - When you reach the application review page check all information making sure it is correct. If there are any errors go to previous pages and correct errors, once you go past this page you will not be able to go back and change anything, **application will have to be redone.**
 - On the Summary of Fees page click on **Passport Book**. Disregard all fees listed, these do not apply to you, click next and continue with application.
 - On the Next page please scroll down and click in the acknowledgement box, then click on “create from”. **PRINT PAGES 5-6 ONLY! DO NOT SIGN APPLICATION.**
2. **DD Form 1056** (authorization to apply for the no fee passport and /or visa) must be obtained from the Levy Section. This form must be signed by authorizing official in blue ink. Each applicant must have their own DD Form 1056.
 3. **Passport Photos** are taken by the passport section when passport application is submitted.
 4. **Primary Evidence of U.S. Citizenship** (one of the following): Previously issued undamaged U.S. Passport, Certified birth certificate issued by the city, county or state*, Consular Report of Birth Abroad or Certification of Birth, Naturalization Certificate, Certificate of Citizenship.
***A certified birth certificate, must have 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.**
 5. Original Marriage license or divorce decree to show a name change.
 6. **Military ID** card or a valid Government issued identification that is the same likeness of applicant.
 7. Social security cards for all children applying for passports.
 8. For children under 16 years old both biological parents must be present to sign DS-11. If one parent is absent, a notarized DS-3035 (**Statement of Consent by non-applying parent**) on line: <http://travel.state.gov/pdf/DS-3053.pdf> must be submitted by the applying parent. ALL applicants must be present, this includes minor children.

**** FOR QUESTIONS PLEASE CALL INSTALLATION PASSPORT OFFICE AT 910-396-7105 OR 910-432-9995****