

Instructions for obtaining an Official Passport with a DS-82 Form

If you have a valid tourist passport OR an expired tourist/official/diplomatic passport issued **less than** 15 years ago, you will fill out a DS-82 for your passport application*.

*Your passport must also be undamaged, issued when you were age 16 or older and be issued in your current name (unless you can legally document the name change with a marriage license or divorce decree).

There are 3 steps that must be completed in order to get your official passport. Please read below and contact the MED Passport Agent with any questions you have.

Step 1 is filling out the DS-82 form online. Step 2 is filling out the additional information requested by the MED Transportation Agent so that a DD-1056 (request for no-fee passport) can be filled out by the passport agent and sent in with the DS-82. Finally, Step 3 is mailing the full package to the MED Transportation Agent.

STEP 1 – Filling out the DS 82

Fill out a DS-82 form on the State Department website by going to www.travel.state.gov and following the steps below:

- Click on PASSPORTS (top of the page)
- Click on RENEW PASSPORT (on the left side)
- Scroll to the middle of the page and click on FORM DS-82: Application for a US Passport by Mail
- Scroll down to the middle of the page and click the button that says COMPLETE ONLINE & PRINT
- Check box stating you have read the State Departments Privacy Notices and SUBMIT
- Click on SUBMIT in the APPLY ON-LINE box
- Fill out the form
- Where it asks where the passport should be mailed, put the Middle East District address:

201 Prince Frederick Drive

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Winchester, VA 22602

- It will ask if the address above is your Permanent Address, answer no and type in your own address.
- **Do not put a departure date or any travel plans.** Click the Next button
- On the page titled: YOUR MOST RECENT PASSPORT – type passport number and issue date.
- Review your information and click Next
- Click on PASSPORT BOOK \$110.00 (*There is NO FEE to obtain an official passport; you will not have to pay. Do not send money, check or money order. This must be checked to complete the passport process but you will not be charged*).
- Click the routine service and standard delivery buttons and click next
- Scroll down to the bottom of the page (bypassing the 3 additional steps)
- Read and click the acknowledge box toward the bottom of the page
- Click on CREATE FORM (when creating form, it automatically submits the application).
- Print the form; pages 5 and 6 should be printed on separate sheets. It should have a barcode at the top left and bottom of the form.
- Do not cross anything off and do not use white out. Do not staple passport photos to the application.
- Sign and date the form.

STEP 2 – Additional Information for the DD 1056

The DD 1056 is a document verifying that you are eligible to receive a No-Fee Official Passport. It must be filled out/prepared and signed by the MED Passport Agent. Fill out the additional information below and email it to DLL-CETAM-PassportAgent@usace.army.mil, all information must be filled out completely.

FULL NAME:

DATE OF BIRTH:

PLACE OF BIRTH:

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GRADE:

JOB TITLE:

SSN:

CURRENT HOME ADDRESS:

ADDRESS TO FEDEX PASSPORT

EMAIL ADDRESS:

HOME PHONE:

CELL PHONE:

DESTINATION:

ESTIMATED DEPARTURE DATE:

LENGTH OF STAY:

---PRIVACY ACT INFORMATION/FOR OFFICIAL USE ONLY---

STEP 3 – Sending your passport packet to MED

After you have filled out, printed and signed your DS-82 and filled out the additional information in Step 2 above, you will need to send the signed DS-82 and additional information, your expired or current passport and 2 professional passport photos with a white background via FedEx or US Mail:

FedEx street address:

US Army Corps of Engineers, MED
Attn: Passport Agent
201 Prince Frederick Drive
Winchester, VA 22602

US Postal Service mailing address:

US Army Corps of Engineers, MED
Attn: Passport Agent,
P.O. Box 2250
Winchester, VA 22604-1450