



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



<http://8tharmy.korea.army.mil/sja/legal-services/>

You may submit your application by appointment ([http://seoul.usembassy.gov/acs\\_appt.html](http://seoul.usembassy.gov/acs_appt.html)) at the US Embassy, or in person at the US Embassy's Consular Outreach Service in the 2nd floor lobby of building 4106 on USAG-Yongsan South Post every Wednesday (excluding US/ROK holidays) between 0900 - 1530 hours (excluding lunch). Please confirm availability of outreach services before traveling ([http://seoul.usembassy.gov/acs\\_off-site.html](http://seoul.usembassy.gov/acs_off-site.html))

Specific information regarding the passport application process can be found at [http://seoul.usembassy.gov/acs\\_adult\\_first\\_passport.html#first](http://seoul.usembassy.gov/acs_adult_first_passport.html#first)

1. \_\_\_\_ **Form DS-11** (Application for a U.S. Passport) available at <https://pptform.state.gov/>
2. \_\_\_\_ **Passport Photograph:** <https://travel.state.gov/content/passports/en/passports/photos/photos.html>. Tourist passport photograph can be obtain at the AAFES Concessionaire, building 2209 on USAG-Yongsan Main Post. Diplomatic/official/no-fee passport photograph may be obtained at no charge through the Visual Information Center at: <http://www.vios.army.mil/>. **DO NOT attach photograph to passport application.**
3. \_\_\_\_ **Evidence of US Citizenship** (original)
4. \_\_\_\_ **Certified photocopy of valid picture ID**
5. \_\_\_\_ **Money order in the amount of \$135 made payable to the "US Embassy"**  
- No fee required if applying for diplomatic/official/no-fee passport  
**DO NOT include any additional fees for expedited services.**

**SEE REVERSE SIDE IF APPLYING FOR DIPLOMATIC/OFFICIAL/NO-FEE PASSPORT**

**The following additional documents are required for diplomatic/official/no-fee passport applications:**

**NOTES:**

The country/countries listed on Form DS-11 (Travel Plans), Memorandum of Support (for AD military member), and DD Form 1056 (Block 11), must be the same, AND reflected in the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) as required for entry.

You cannot apply for an official passport for your child unless your 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:**

- AD military member (**all of the following**):

- Assignment orders to Korea, or gaining assignment from Korea
- Memorandum of support for official passport listing specific countries requiring official passport

◀ Sample format also attached in on-line version of this handout (see left column attachment listing)

- Family member of AD military member: Command-sponsorship orders listing applicant (to include amendments and extensions).

- DoD family member (**all of the following**):

- DD Form 1614 (Permanent Duty Travel Order) to Korea.
- Current 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 (**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) available at <http://www.dtic.mil/whs/directives/forms/index.htm>. **THE DD FORM 1056 MUST BE SIGNED IN BLUE INK.**

◀ Form also attached in on-line version of this handout (see left column attachment listing)

8. \_\_\_\_ **Request to Expedite Passport Application** (if needed) available at

[https://passportmatters.hqda.pentagon.mil/Docs/Training\\_Handbook/chap12.htm](https://passportmatters.hqda.pentagon.mil/Docs/Training_Handbook/chap12.htm)

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