



Checklist for DS-11 Passport Application (Minor Child Renewal)



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

You may submit your application by appointment (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)

Specific information regarding the passport application process can be found at http://seoul.usembassy.gov/acs_childs_first_passport.html#renewal

1. ___ **Child's Previously US Passport** (original)
2. ___ **Form DS-11** (Application for a U.S. Passport) available at <https://pptform.state.gov/>
3. ___ If necessary, **Form DS-3053** (Statement of Consent) available at http://seoul.usembassy.gov/acs_childs_first_passport.html#first
◀Form also attached in on-line version of this handout (see left column attachment listing)
4. ___ If necessary, **Form DS-5525** (Statement of Exigent/Special Family Circumstances) available at http://seoul.usembassy.gov/acs_childs_first_passport.html#first
◀Form also attached in on-line version of this handout (see left column attachment listing)
5. ___ **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.**
6. ___ **Photographs of Child's Development**
7. ___ **Evidence of Relationship between Child and Parents** (original)
8. ___ **Evidence of US Citizenship of Parent(s)** (original)
9. ___ **Certified photocopies of father's and mother's valid picture IDs**
10. ___ **Money order in the amount of \$105 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), 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.

11. ____ **Documentary proof of entitlement to diplomatic/official/no-fee passport:**

- 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).

12. ____ **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)

13. ____ **Request to Expedite Passport Application** (if needed) available at

https://passportmatters.hqda.pentagon.mil/Docs/Training_Handbook/chap12.htm

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