



**Legal Information Paper  
Office of the Staff Judge Advocate  
19th ESC and Area IV**



**PASSPORT INFORMATION**  
Camp Henry Legal Assistance  
Building 1805, 763-4423

If you or a family member need a U.S. Passport, the Camp Henry Legal Assistance Office may be able to help. This paper is intended to give you some background information to prepare you for your meeting with our Passport Agent. Please read this carefully in its entirety so you bring the right documents with you when you meet the Passport Agent:

**SERVICES PROVIDED:**

The Camp Henry Legal Assistance Office's Passport Agent is able to help all Area IV personnel eligible to receive Legal Assistance. The Passport Agent will guide you through the process of obtaining or renewing a United States Passport. The process usually takes between 4-6 weeks, so be sure to get into the Office well before your travel. You do not need an appointment. Unfortunately at this time our Passport Agent is unable to process reports of birth abroad or social security card requests, but will be able to provide resources and information on these services. Additionally, the U.S. Embassy in Seoul's American Citizen Services (ACS) regularly visits the Legal Assistance Office to assist in a wide variety of services. Contact the Camp Henry Legal Assistance Office or visit our Facebook to find out when the next ACS visit is.

**NECESSARY DOCUMENTATION FOR PASSPORTS:**

(1) If you do not already have a Passport:

- a. A completed but UNSIGNED DS-11 Form (Application for U.S. Passport) available at <http://pptform.state.gov>. All Applications must be signed in the presence of the Camp Henry Legal Assistance Office Passport Agent;
- b. Your original birth certificate, naturalized certification, or consular report of birth abroad;
- c. A Passport Photo taken within the last 6 months;
- d. A money order in the amount of \$135.00 made out to the United States Embassy.

(2) If you are renewing a U.S. Passport:

- a. A completed but UNSIGNED DS-82 Form (Passport Renewal Application) available at <http://pptform.state.gov>. All Applications must be signed in the presence of the Camp Henry Legal Assistance Office Passport Agent;
- b. Your old passport;

- c. A Passport Photo taken within the last 6 months;
- d. A money order in the amount of \$110.00 made out to the United States Embassy.

**ADDITIONAL REQUIRED DOCUMENTATION FOR OFFICIAL, NO-FEE, AND DIPLOMATIC PASSPORTS FOR ADULTS AND MINORS:**

The Passport Agent will determine if you or your dependents need a No-Fee, Diplomatic, or Official Passport. You must bring with you:

- (1) Your Assignment Orders;
- (2) A letter or memorandum from your command stating why you need an Official Passport, specifically mentioning each country to which you may travel;
- (3) A completed DD Form 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa), available at <http://passportmatters.hqda.pentagon.mil>.

**ADDITIONAL REQUIREMENTS FOR MINORS (under 16) SEEKING PASSPORTS:**

If you are applying for a Passport on behalf of your minor child, the following is required in addition to the above-listed documentation:

- (1) The presence of both parents and the minor for the Passport Agent Interview;
- (2) Proof of Identification and U.S. Citizenship of Both Parents. If one parent is not a U.S. citizen, he or she must provide proof of at least 5 years U.S. residence and proof of foreign citizenship.

**QUESTIONS?**

Our Passport Agent is in Bldg 1805. Come see him in person at the Camp Henry Legal Assistance Office, Monday - Friday, 0930-1130 and 1300-1630, Thursday Mornings closed, or call (315) 763-4423.