

PASSPORT CHECKLIST

Passport/Visa Processing Hours:
Monday-Thursday 0800-1100/1300-1500
APPOINTMENT ONLY by emailing pto@usmc.mil
(760) 725-8631/8637

Bring all your documents to a Passport Acceptance Agent

Applications can be accessed at <http://travel.state.gov/> (Form Filler Option) DO NOT CLICK PDF

Initial Passport:

DS-11 Form (Must be typed and reflect a barcode in the top left-hand corner)

****Do not sign this form until you are instructed to do so in front of a passport designated official you will meet when applying in person****

Proof of Citizenship (Abstract Birth Certificates/Copy of Certificates will not be accepted)

- 1) State issued original birth certificate
- 2) Certificate of naturalization.

Passport Renewals:

DS-82 Form (Must be typed and reflect a barcode in the top left-hand corner)

****Do not sign this form until you are instructed to do so in front of a passport designated official you will meet when applying in person****

Two options for a renewal include:

- 1) Providing a colored copy of the data page from the Tourist Passport.
- 2) Providing the expired Government Official Passport with application.

Additional documents required:

- DD 1056 Form Block 18F (signed by the Authorizing Official Adjutant/S1 Chief) in BLUE ink signed

- (2) 2 x 2 inches photos taken in last 6 months (No eyeglasses worn, hair must be pulled back from face, no smiling and appropriate civilian attire worn. You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire. No-fee photos can be taken at the 22 Area COMMSTRAT 760-725-6181 Bldg# 2238

- One sided copy of Military Identification front and back prior to appointment.

Orders accepted by the State Department:

- Official PCS Orders

- 1610 Approved DTS Orders

- Memorandum in Lieu of Orders (MILO) Waiver Letter. Obtain the MILO by emailing pto@usmc.mil Submit the O-6 signed memorandum via email to usarmy.belvoir.hqda-oaa-det.mbx.exception-options@mail.mil. The memorandum in lieu of orders must be reviewed and approved by the Directorate of Executive Travel Services prior to scheduling an appointment with DMO.

Documents required for Dependent Passports:

- Copy of both dependent ID with sponsor ID

- Marriage Certificate (original)

BOTH PARENTS MUST BE PRESENT for children under the age of 16 yrs.

A notarized 3053 form must be submitted to the Passport Agent with valid ID of absent parent when one parent is not able to attend the appointment. You may also provide a court order document reflecting sole custody. Signatures on the 3053 must be valid within 90 days at the time of the appointment.

APPLICATION PROCESSING

Routine Service 6-8 weeks

Expedited Service 2-4 weeks with signed expedite letter from an O-7 or higher provided by Passenger Travel.