

Instructions for obtaining an Official Passport with a DS-11 Form

If you have never had a passport before OR you have an expired passport (official or tourist) issued **more than** 15 years ago, you will fill out a DS-11 for your passport application.

There are 4 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 obtaining a signed DD 1056 from the MED Passport Agent. This form allows you to get a No-Fee Official passport. Once you have this completed form, Step 2 is filling out the DS-11 form online. Step 3 is going to an authorized agent to witness your signature with the approved documentation. Step 4 is mailing the full package to MED Passport agent.

STEP 1 – Obtaining the DD 1056

The DD 1056 is a document verifying that you are eligible to receive a No-Fee Official Passport. It must be 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. The passport agent will use this information to fill out a DD 1056 which will be emailed back to you.

FULL NAME:

DATE OF BIRTH:

PLACE OF BIRTH:

GRADE:

JOB TITLE:

SSN:

CURRENT ADDRESS:

ADDRESS TO FEDEX PASSPORT TO FOR SIGNATURE:

EMAIL ADDRESS:

HOME PHONE:

CELL PHONE:

DESTINATION:

ESTIMATED DEPARTURE DATE:

LENGTH OF STAY:

PRIVACY ACT INFORMATION/FOR OFFICIAL USE ONLY

STEP 2 – Filling out the DD-11

Fill out a DS-11 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)

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- Click on APPLY FOR PASSPORT (on the left side)
- Select FIRST TIME APPLICANTS
- Scroll down and click on STEP 1 – Fill Out Form DS-11: Application for a U.S. Passport
- Scroll to the middle of the page and click on 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
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.**
- On the page titled: YOUR MOST RECENT PASSPORT – Click None
- Click on PASSPORT BOOK
- 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 4 additional steps)

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- 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 SIGN.** Your signature needs to be witnessed by a passport agent, which can be found at a post office, courthouse, or your local district office.

STEP 3 – Have your signature witnessed

You will need to have your signature witnessed by an authorized agent at your district passport agent, courthouse, or local post office*. Bring:

1. DD 1056
2. DS-11
3. Birth certificate (with a raised seal) OR
4. Old expired passport (more than 15 years old)
5. Marriage License or Divorce decree (needed only if your name is different than what is on your Birth Certificate)

You will be charged \$25.00 by the agent. This amount is reimbursable on your travel voucher.

* Be advised that not every post office has a passport agent. Make sure you tell the agent that the passport application is a walk-thru.

STEP 4 – Sending your passport packet to MED

Once your signature is witnessed by a passport agent, they will put the documents in a sealed envelope and you will need to FedEx or mail the signed and dated forms, 2 professional passport size photos with a white background, and the old expired passport or birth certificate to:

FedEx street address:

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

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US Postal Service mailing address:

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