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To Request Your Passport:

Military will need to bring: Proof of citizenship, photo ID and a non-uniform shirt for the photos. Orders not required, but if you don't have orders, a memo from the dept/unit stating the nature of the trip, countries to be visited and possible dates of travel would be helpful.

Civilian will need to bring: Proof of citizenship, photo ID, travel orders, verification of job acceptance or memo explaining need for travel. Dept of State requires proof of employment, so a recent SF 50 is also needed

Proof of citizenship: can be birth/naturalization certificate, current or expired passport, or overseas birth record. **Whatever birth evidence you bring must be submitted to Dept of State.** It will be returned with the official passport.

Application: Must be completed online at www.travel.state.gov, the Dept of State website for passports. There is now an Application Wizard. Under the Passports heading, select **Applications and Forms** - Click on **Passport Wizard** - Click the box and then hit **Submit** - Click on **Continue** and then **Apply for a Passport Book** on the left side of the page.

Personal: Please complete all the requested information. Soldiers, for Occupation: Military, for Employer: List your Branch of Service

Passports must come back to me. I will notify you when they come in.

In care of - US Military Academy
622 Swift Rd
IMNE-MIL-HRO
West Point, NY 10996

Permanent Address: Current home address is fine. Please give at least one phone #.

Travel Plans: Complete as best you can. You can push the date of departure ahead by a week or so. For an official passport, the country must match your orders and be a country that requires an official passport.

Emergency Contact Info: Please complete this section

Passport History: If you don't have an official passport but have a blue, tourist passport, answer the questions based on that passport. **If** you need the blue passport for travel prior to the official trip, answer the possession question with **OTHER** and put **need for personal travel**. You will need to submit your birth certificate or an expired passport as proof of citizenship. If you have a maroon, official passport and have it to submit, answer the questions based on that passport.

Parents Info: complete as best you can. If you are unsure of birth dates, please try to find out. Be sure to put mother's maiden name. State is sufficient for place of birth, but **do not** list

city only. This information is required even if parent is deceased. You will not see this section if you are submitting a passport.

Review Page: Please check over your information-especially Name, SSN, DOB and place of birth. No input required for Summary of Fees page, just click Submit. On the Next Steps page, scroll past #3, check the "I have read and acknowledge the steps contained above" box. Go to #1, Create Form.

Completed application:

- Will have a bar code on the **upper left side** of the **1st information page (p5)**
- NO double sided printing!
- Only need pages 5 & 6
- ***DO NOT SIGN***

For Dependents: Must appear in person. Children under 16 must submit birth certificate and have both parents present to sign the passport application. See additional instructions if needed.

If you have any questions, or if you have a unique situation, please feel free to contact me. Please schedule an appointment to submit the application.

My office is located in Bldg 622, by Buffalo Soldiers Field, same bldg as the bowling alley, across from the Hotel Thayer at the southern entrance to West Point.