

Passport Checklist

Holloman AFB, NM

For Military Members/Sponsors:

- UNSIGNED** Passport Application
- ORIGINAL** Birth Cert (abstracts are not accepted) **OR ORIGINAL** Naturalization Cert **OR** Passport
- ORIGINAL** Marriage Certificate, **ONLY** if last name is different from above documents
- 2x2 Passport Photos (**must be taken within the last 6 months**)
- Official Travel Orders **OR** DTS Orders **OR** Deployment Tasking Letter (**must show country on document**)
- Photo ID card such as CAC **OR** Driver's License

For Family Members/Dependents:

- UNSIGNED** Passport Application
- ORIGINAL** Birth Cert (abstracts are not accepted) **OR ORIGINAL** Naturalization Cert **OR** Passport
***Dependents under the age of 16 will need to provide their birth certificate, even if they have a passport.
- ORIGINAL** Marriage Certificate **OR** Name Change Court Documents, **ONLY** if last name is different from above documents
- 2x2 Passport Photos (**must be taken within the last 6 months**)
- Official Travel Orders
- For applicants OVER the age of 16:** Photo ID card such as dependent ID **OR** Driver's License **AND** sponsor's ID
For applicant UNDER the age of 16: Photo ID card from **both** parents **AND** Sponsor

Additional Information for Family Members/Dependents:

If the biological parent is not present to sign the application for all children under 16 years of age **OR** if sponsor is not the biological father then, permission is required for child/children to PCS overseas from the biological parent. To show proof of permission granted, an **ORIGINAL NOTARIZED DS-3053** is required to be sent with the child's application.

Previously Issued Passport & Lost or Stolen Passports:

If you have a **CURRENT** no-fee/official/military dependent passport that has **NOT EXPIRED**, you must submit it with your passport application or your application will be denied. If you fall into the circumstance of a lost or stolen passport, you will need to complete the **DS-64** to submit with your passport application or your application will be denied.

Birth Certificate Requirements:

Birth certificate must include: full name of parent(s); date and place of birth; embossed, impressed, or raised seal and signature of issuing authority; registration or file date within year of birth; be issued by the vital statistics of the state, county, or city where birth occurred; cannot be an abstract. **If your birth certificate is missing any of these requirements, it will not be accepted and you must contact the vital office in your state you were born and re-order it.**