

## INSTALLATION TRANSPORTATION OFFICE

This information is designed to help DOD personnel and family members process through the Transportation Office Passport Section. It is extremely important that we meet your needs and provide good customer service. For more information call commercial (912) 767 2164 DSN 980 2164 or check the Ft Stewart web site:

### FREQUENTLY ASKED QUESTIONS:

1. When can I apply for a passport?  
Once the sponsor has been identified by levy for an overseas assignment.  
NOTE: Do not wait for orders.
2. What is needed to apply for a No-Fee passport?
  - A. DS-11 (Application for Passport), are handed out @ the levy briefing or transportation office.
  - B. A previous US Passport or CERTIFIED birth certificate.  
NOTARIZED, HOSPITAL, XEROXED, OR CERTIFIED ABSTRACTS OF BIRTH RECORDS ARE NOT ACCEPTABLE FORMS OF BIRTH RECORDS
  - C. DS 3053 (Statement of Consent) must be completed by the non-applying parent if not present @ the appointment to sign application. It must be notarized and be the original. This only applies under the age 14.
  - D. Marriage license
  - E. Divorce decree this applies when applying for minor children whose last names are different than yours, it also states that you have custody.
  - F. ID Cards
3. Are all minor children required to be present when applying for passports?  
Yes children cannot be left in the waiting area unattended. You must bring someone to help watch your children; you are responsible for their safety.
4. How much does the passport cost?  
Passports are @ no cost to DOD personnel or dependents when traveling on orders.
5. Who can apply for No-Fee passports?  
Any family member that will be traveling overseas on government orders (OFFICIAL TRAVEL). A soldier traveling to a country that requires a passport (OFFICIAL TRAVEL).  
IF A PERSON IS TRAVELING ON LEISURE TRAVEL OR PERSONNAL TRAVEL THEY ARE NOT AUTHORIZED A NO-FEE PASSPORT, THEY MUST PURCHASE A TOURIST PASSPORT THRU THE POST OFFICE OR COURT HOUSE.

6. **Is a passport needed for travel to Alaska?**  
Yes, as of DEC 07, a person must have passport to re-enter the United States
  
7. **When can a customer pick up the passport?**  
Passports will be issued with tickets and orders, if family members have left the area and on leave passports can be FEDEX to leave address. Soldiers (ONLY) can pick up their passport without orders.
  
8. **Can a passport be expedited?**  
Yes, for DOD personnel only. Dependent passports cannot be expedited.  
The following are the requirements for request of expedite:
  - A: Request for expedite service required a General Officer or SES equivalent signature. Only authorized exception is a request initiated @ an installation where no general officer or SES equivalent exists.
  - B: Expedite letter must be in expedite format and must be on unit letterhead. Format may be obtained from Passport section.
  - C: If passport is required in less that 30 days then orders and or a travel Itinerary must be included with application.
  - D: Visas CANNOT be expedited.
  
9. **How long does it take to obtain a passport:**  
The average time is 9 weeks or longer.

**10. PASSPORTS ARE APPOINTMENTS ONLY**  
**NO WALK-INS**