

There are two documents required to obtain an official passport, the DS-11 and the DD Form 1056.

INSTRUCTIONS FOR COMPLETING THE DS-11 FORM

The DS-11 is used to obtain an official passport when you've never had a passport of any kind, or if you had a passport (either tourist, official or diplomatic) ISSUED MORE than 15 years ago.

The website you **MUST** use to fill out the DS-11 form to obtain your official passport is:

www.travel.state.gov

- Click on **PASSPORTS FOR US CITIZENS**
- Click on **APPLICATIONS AND FORMS** (on the left side)
- Choose the **DS 11 form to fill out online.**
- Click on **PASSPORT APPLICATION WIZARD**
- **SUBMIT**
- Click on **CONTINUE FOR APPLY FOR BOOK**
- Fill out the form. * Important:

Where it asks for a **MAILING ADDRESS** put the following address or it will be returned:

201 Prince Frederick Drive
Winchester, VA 22602

Where it asks for a permanent address, type in your own address.

DO NOT PUT A DEPARTURE DATE.

There are no fees to obtain an official passport. The fee is only if you are renewing a tourist passport. TAC is only permitted to obtain official brown passports.

- Click on **SUBMIT**

If there are any places your have missed or if the form was not filled out properly, it will come back and tell you in red.

- Click on **CREATE FORM**
- **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 OFF ANYTHING, DO NOT USE WHITE OUT OR THE FORM WILL NOT BE ACCEPTED AT THE STATE DEPARTMENT

DO NOT SIGN. Your signature needs to be witnessed by a passport agent who can be found at a post office or courthouse.

DD FORM 1056 (NO FEE PASSPORT FORM)

A DD Form 1056 must be sent in to the State Department along with your passport application (DS-11). It distinguishes the difference between tourist and “no fee” official passport. The completed DD Form 1056 must be taken to the Post Office or courthouse along with your DS-11.

The TAC Passport Agent must complete the DD 1056, but in order do so the following information must be e-mailed to: DLL-CETAC-PassportAgent@usace.army.mil

**FULL NAME:
DATE OF BIRTH:
PLACE OF BIRTH:
GRADE:
JOB TITLE:
SSN:
CURRENT HOME ADDRESS:
HOME PHONE:
WORK PHONE:
DESTINATION:
ESTIMATED DEPARTURE DATE:
LENGTH OF STAY:**

A completed DD1056 will be e-mailed back to you to take to the post office/courthouse along with your DS-11.

You will need to send the following via Federal Express or traceable mail system:

- **Your original birth certificate or expired passport (issued more than 15 years ago)**
- **Completed DS-11**
- **DD Form 1056**
- **Two passport size photos (2"x2")**

For FedEx:

**US Army Corps of Engineers, TAC
Attn: Passport Agent, CETAC-LD
201 Prince Frederick Drive
Winchester, VA 22602**

OR

Express Mail mailing address:

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

If you have any questions or problems filling out the form, please call the TAC Passport Agent at 540-665-4069, or send an email to DLL-CETAC-PassportAgent@usace.army.mil