

# Need a tourist passport?

## Contact your tourist passport agent:

Effective Monday, 5 May 2014, Tourist passports will be processed by the Administrative Department, Naval Station Rota, Monday through Wednesday from 0900-1500. Appointments will be required to minimize long waiting periods. **No walk-ins.**

Appointments can be requested via e-mail or phone call at 727-1552/3129. Additional details on needed documentation to process passports will be promulgated via the Plan of the Week and the Coastline.


**E Mail:** [juvenal.agoncillo@eu.navy.mil](mailto:juvenal.agoncillo@eu.navy.mil)





### Adult initial passport:

- Original or certified copy of Birth certificate/Naturalization/Adoption/Marriage Cert/Divorce decree)
- DS-11 filled out (PDF form available at <http://travel.state.gov> of bldg 1.
- **(Do not sign – form must be signed in front of passport agent)**
- One - 2x2 inches (5x5 centimeters) color photos - headshot - not in uniform (Issued at NEX photo lab)
- Postal money order: \$135.00 – 16 years or older  
**(Must be a Postal money order not a bank draft and made out to U.S. EMBASSY MADRID)**
- Copy of DOD ID card (front & back on same side of paper)
- Copy of No-fee passport if applicable

### Adult renewal of passport:

- DS-82 form (PDF form available at <http://travel.state.gov>)
- **(Do not sign – form must be signed in front of passport agent)**
- Postal money order: \$110.00 (Must be a Postal money order not a bank draft)
- Copy of DOD ID (front & back on same side of paper)
- Copy of Birth Certificate
- One - 2x2 inches (5x5 centimeters) color photos - headshot not in uniform (Issued at NEX photo lab)
-  Old passport must be turned in and must not be more than 15 years old

### Children initial/renewal passports (15 & below)

-  Child and **BOTH** parents must be present
- Form DS-11
- Original or certified copy of birth certificate (certification required by state's vital records department)
- One - 2x2 inches (5x5 centimeters) color photos - headshot (Issued at NEX photo lab)
- Copy of DOD ID cards of **Both** parents (front & back on same side of paper)
- Copy of DOD ID of the child (front & back on same side of paper), if applicable.
- Copy of inside front page and statement page of No-fee passport of applicant, if applicable
-  Copy of Parent's Marriage Certificate
- Postal money order: \$105.00

- All applicants MUST sign passport application in front of Passport agent.

**Tourist passport agent: YN2(AW) Juvenal M. Agoncillo II**

**E Mail:** [juvenal.agoncillo@eu.navy.mil](mailto:juvenal.agoncillo@eu.navy.mil)

**Phone:** 727-1552/3129

**Passports are done by appointment only.**

Appointments can be requested by E-mail or phone call.

Admin will not hold incomplete passport packages

## TOURIST PASSPORT APPLICATION PROCESS

Building 1 Admin Office by APPOINTMENT ONLY

MONDAY TO WEDNESDAY from 0900-1500

### FAQ

- **Why do I need a tourist passport?** If you intend to travel around Europe or back to CONUS via commercial air you will need to produce a passport in order to travel.

- **Where can I get the forms for a passport application?** You can do an internet search for “travel.state.gov passport forms” or just simply go to this website (<http://travel.state.gov>). applying for the passport online is easy, it will take you step by step and makes sure you do not miss anything. (no fees are collected at this point, you will bring a money order with you when heading to bldg 1.

**Note: it is a best that you fill out forms “DS-11” and “DS-82” from the website , Why? It will print out with a 2D Barcode for the use of the Passport Agency with a special scanner that will populate the Agency’s computer system with your (the applicant’s) data, which speeds up the processing time.**

- **What is the difference between a tourist passport and a government issued No-fee passport?** With a government no-fee passport you are only allowed to travel while on government orders.

- **Where do I go to obtain a tourist passport?** Bldg 1 Administrative Office (second floor).

- **What do I need to bring with me to Bldg 1 when I submit my papers?** The printed application form you made on “travel.state.gov”, 2 types of Identification, citizenship identification if necessary, old passport book or card if necessary, certified record of birth,

- **What form do I use if I lose my passport?** Form DS-64 (<http://travel.state.gov>)

- **How long will it take to get my tourist passport?** Average turnaround time is about 4-5 weeks.

- **I have a newborn, what’s the process?** You will start with the tourist passport. After completing the appropriate forms, you will take those forms to PSD. PSD will mail the documents for your tourist passport with your No Fee and Birth Abroad package.

- **What if I change my name?** If your name has been changed by marriage or court order less than one year of receiving your passport then there is no fee and you must complete a DS Form 5504. If it has been over one year you must complete a DS Form 82 with applicable fees. You can obtain these forms at (<https://travel.state.gov>).

- **Can I get a no -fee passport from the Admin office in bldg 1?** No. No fee applications are processed by PSD.

- **Can I have my photos taken at an off base facility?** It is recommended that you have your photos taken at the NEX photo lab. They are professionally trained to take passport photos. Most photos that are taken at an off base facility are usually not the right size. (must be taken within the last six months, military uniforms MUST NOT be worn,

- **Do I really have to pay with a postal money order?** Yes. It is required by the U.S. Embassy in Madrid.

- **Do I have to submit my original birth certificate and naturalized citizen certificate?** Yes. It is required by the U.S. Embassy in Madrid that original birth certificates and naturalization certificates be submitted with your passport request. Naturalization certificate will take the place of a birth certificate.

- **What form do I fill out if I was under 16 years old when I received my last passport?** You will have to complete a DS-11 form and provide all required documents.

- **U.S. CODE OF FEDERAL REGULATIONS (22.CFR 55.22) SECTION E:  
“EVERYONE APPLYING FOR A U.S. PASSPORT USING DS-11 MUST APPEAR IN PERSON.”**

