

Diplomatic & Official Passport Information

Applications for Diplomatic and Official passports of U.S. Embassy employees can be dropped off Monday through Thursday from 9:00-11:00 am.

Process: The Consular Officer will take your oath. If it is a first time child applicant, the child must appear with the parent. This is a no fee passport.

Steps to Obtain a Diplomatic & Official Passport

1) Complete a passport application:

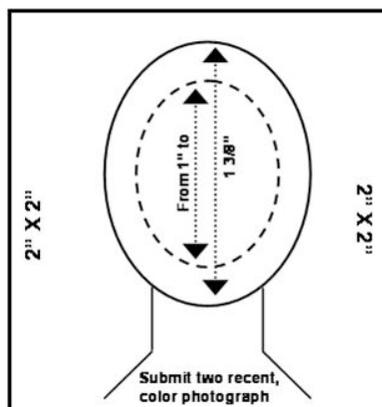
- MINORS AND ADULT FIRST TIME APPLICANTS: Fill out the DS-11 (click here: <http://www.state.gov/documents/organization/79955.pdf>) for all minors, first time applicants.
- ADULT RENEWAL: DS-82 (click here: <http://www.state.gov/documents/organization/79960.pdf>) for adult renewals only when previous passport was issued less than 5 years ago and can be submitted.

2) You must provide proof of U.S. citizenship:

- Previous U.S. passport (if applicable)
- Certified Birth Record (original)
- Consular Report of Birth Abroad
- Naturalization Certificate or Certificate of Citizenship
- Marriage Certificate (when applying for a new spouse)

3) Submit a Photo:

- Submit one photo taken within the past 6 months (2 X 2 with white or off-white background; color or black and white photos are acceptable)
- Please ensure the photo given to you by the photo shop is exactly the size of the square below. Some individuals have returned from local shops with the wrong size even after requesting that it be 2" x 2".



4) Provide Proper Authorization

- If assigned to Post, submit a copy of your orders listing Post of assignment and any eligible family members.
- Domestic partners declared in accordance with 3 FAM 1600 are entitled to a diplomatic passport for assignment travel even if the host country government will not issue a diplomatic visa for said travel. Domestic partners must be listed on the sponsor's orders or a DS-1640 must be obtained from the sponsor's Personnel Technician. Other Federal agencies must submit an authorization request from their agency Human Resource office of Executive office.

Applying for a Passport for a Minor

- 1) Personal appearance of minors and both parents is required.
- 2) Two-parent or legal guardian's consent is required for any child under the age of 16, if both parents names appear on the birth certificate
- 3) Parents must provide the following:
 - Evidence of the child's U.S. citizenship
 - Identification for each parent
 - Evidence of parental relationship
 - Must submit a document showing parents' names– a copy of the child's birth record. (PLEASE NOTE: A child's previous U.S. passport is proof of U.S. citizenship but DOES NOT proves relationship to the parents. It does not show the parents' names).
- 4) If only one parent is available to apply for the minor:
 - NOTARIZED written consent from the absent parent must be provided giving permission to the present parent to apply for their child (DS-3053). (Click Here: <http://www.state.gov/documents/organization/80106.pdf>)

For additional information regarding the dual consent requirement, contact the U.S. Embassy Nassau at 242-328- 3496.

SPECIAL CIRCUMSTANCES:

CBP/US Immigration Staff Requirements:

In addition to the above, the Department of State Special Issuance Agency (SIA) in Washington, D.C. requests that all CPB applicants seeking renewal or issuance of a first time diplomatic passport/s complete the attached CBP Diplomatic Passport Request [Form 576](#), which must be signed by a CBP Supervisor from headquarters in Washington. The signed form will be given back to the applicant to forward to the Embassy together

with the DS 11 or DS 82 passport form and other above mentioned documentation (as applicable).

Please Note: The turnaround time is based on the time specified and mentioned in the orders.

FREQUENTLY ASKED QUESTIONS:

Am I entitled to a no-fee (Official or Diplomatic) passport?

22 CFR §51.3 states that an Official passport is issued to an official or employee of the U.S. Government traveling abroad to carry out official duties; and, a Diplomatic passport is issued to a Foreign Service Officer or to a person having diplomatic status or comparable status because he or she is traveling abroad to carry out diplomatic duties on behalf of the U.S. Government.

May I use my Official or Diplomatic passport for personal travel?

- You may use your no-fee passport only when traveling overseas in discharge of your **official** duties.
- For personal travel, you must use a regular-fee **tourist** passport.

May I have both a valid tourist passport and a valid no-fee passport at the same time?

Yes, you may have both a valid tourist passport and a valid no-fee passport at the same time.

Do my dependents need passports?

Yes, dependents authorized to accompany you on official assignments abroad must have their own no-fee passport.

When applying for my child's passport, do both parents need to be present?

Yes, for children under the age of 16, both parents need to be present or the proper documents submitted. In case of a special situation, visit http://travel.state.gov/passport/get/minors/minors_834.html.

I am leaving my agency. What do I do with my Official/Diplomatic passport?

Returning your passport is part of your bureau or agency's checkout process and must be returned to them

Do I need an official visa to travel to certain countries?

Visit [SIA's Visa website](#) for specific country information. (DoD personnel must contact their military passport acceptance agent for information regarding visas.)

For information on Foreign Visas, [click here](#)