

## TOURIST PASSPORT REQUIREMENTS

Lost or Missing	Tourist Renewal Over 16	Tourist Minor <16	Tourist Adult	<b>Required Documentation</b>
Adult				<a href="#">DS-11</a> Passport Application <i>Complete online &amp; print</i>
Child				<a href="#">DS-11</a> Passport Application <i>Complete online &amp; print</i>
				<a href="#">DS-82</a> Passport Application for renewal <i>Complete online &amp; print</i>
				<a href="#">DS-64</a> Lost Passport Report <i>Complete online &amp; print</i>
Adult				Proof US citizenship; Copy of passport or <b>ORIGINAL</b> birth certificate.
Child			NAT	Children <16 & Naturalized adults <b>Proof US citizenship &amp; ORIGINAL</b> birth certificate
				Expired or near expired passport for renewal, not issued more than 15 years ago.
Child				Copy of Sponsor's MILITARY ID ( <b>FRONT/BACK</b> )
Child				Copy of spouse's MILITARY ID ( <b>FRONT/BACK</b> )
				Copy of applicant's MILITARY ID ( <b>FRONT/BACK</b> )
				Copy of No Fee passport (if one was issued)
				1 PASSPORT-STYLE PHOTO ( <b>2 x 2</b> ) less than 6 months old
Adult				\$135.00 MONEY ORDER FOR Tourist Passport
				\$110.00 MONEY ORDER FOR Tourist Passport renewal with DS-82
Child				\$105.00 MONEY ORDER FOR Tourist Passport <16
				NAVSTA Admin Tracking Sheet

Money Order

Postal Money Order issued as follows:  
**TO: AMERICAN EMBASSY MADRID, SPAIN**  
**FROM: APPLICANT'S NAME, PSC ADDRESS**

[DS-82](#) can only be used if current passport was issued to an applicant over 16 years old.

**DO NOT SIGN** any applications until directed by the PASSPORT AGENT.

**ALL APPLICANTS** are required to be present.

Applicants younger than 16 years will require the presence of BOTH parents, if either parent can not be present then an ORIGINAL completed/notarized [DS-3053](#) must be submitted with application. The original DS-3053 should be accompanied by a copy of the absent parent's identification. DS-11 always requires an ORIGINAL Birth Certificate.

**A GENERAL POWER OF ATTORNEY IS NOT SUFFICIENT.**

**I will make you're the copies from your ORIGINAL documents**

Question? Concerns? Please contact:

PS2 Juan Cordero

[juan.cordero@eu.navy.mil](mailto:juan.cordero@eu.navy.mil)

Transportation/Passports, PSD

COMM: 956-82-3014 DSN: 727-3014

Hours; Monday – Friday 0900 – 1500; closed U.S. holidays

FOR APPLICATIONS AND OTHER TRAVEL ISSUES: [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)