|  |
| --- |
| [**INSTRUCTIONS FOR COMPLETING THE DD FORM 1056**](https://secureapp2.hqda.pentagon.mil/passportmatters/Passports/DoDR/DODR_FrameSet.htm)(link)**(AUTHORIZATION TO APPLY FOR A “NO FEE” PASSPORT AND/OR REQUEST FOR VISA)** |
| **BLOCK** | **DESCRIPTION** |
| 1 | Enter the date the passport or visa is required: for passports enter 10 days before the travel date; for visas enter 20 days before the travel date; for passport and visa 30 days before the travel date. |
| 2 | Enter the sponsoring service: USN, USMC, USA, USAF USCG or DODDS.  |
| 3 | Enter the applicant’s **FULL Last, First, and Middle names**; do not use only initial or NMN if the member does not have a middle name, **AND**, it must match the name on the DS 11 or DS 82 and passport if applicable. |
| 4  | Enter the applicant’s DOB in DD MMM YYYY format (i.e, 29 FEB 2004). |
| 5 | Enter the City, State and USA (i.e., SPOKAN, WASHINGTON, USA) if the applicant is born in USA; enter the City and Country of birth (i.e., ROTA, SPAIN) if the applicant is a naturalized U.S. citizen. |
| 6 | Enter “**X**” in the box if same as the applicant in Block 3; if not, enter the FULL Last, First, and Middle Name of the sponsor. |
| 7 | Enter the sponsor’s military rank or civilian grade (i.e., O3/LT or GS-12)  |
| 8 | Enter the applicant’s or sponsors of family members’ FULL SSN (i.e., 123-45-6789) |
| 9a | Enter the applicant’s FPO mailing address in Rota, Spain. |
| 9b | Enter the applicant’s commercial telephone number in Spain. |
| 9c | Enter the applicant’s commercial or DSN work number with country code in Spain. |
| 10a | Enter “N/A” or the applicant’s temporary address if detaching PCS from Spain. |
| 10b | Enter “N/A” or the name of the person applicant is residing with at the temporary address in 10a if detaching PCS from Spain. |
| 10c | **LEAVE BLANK** |
| 10d | **LEAVE BLANK** |
| 11 | SPAIN |
| 12 | Enter “**PER FCG**” |
| 13 | **Rota Naval Station; Receiving Building #55****11520, Rota, Cadiz, Spain****POC: PSD, 011 34 956 82 3014**  |
| 14 | Enter the PRD on the current orders to Spain or date to be deployed. |
| 15 | Enter number months to complete the orders entered in block 14. ie (24 mos) |
| 16a | Name of Authorizing Official. |
| 16b | Rank of Authorizing Official. |
| 16c | Title of Authorizing Official. |
| 16d | Address of Authorizing Official. |
| 16e | Phone number of Authorizing Official. |
| 16f | Signature in **BLUE INK** of the Authorizing Official; forms not signed in BLUE INK will not be accepted for submission. **DO NOT USE felt tip pens**. |
| 16g | Enter the date the form is signed by the Authorizing Official. |
| 17 | **◄ List all the forms and original documents submitted with the application.►**  |
| DS-11 PASSPORT APPLICATIONCOPY SPANISH BIRTH CERTIFICATECOPY OF PARENT'S MILITARY ID CARDSCOPY OF PARENT'S PASSPORTSCOPY OF COMMAND SPONSORSHIP LETTERCOPY OF MARRIAGE LICENSECOPY OF MILITARY ORDERS |  |
|  |
| **THE REMAINDER OF THE FORM IS FOR THE PASSPORT AGENT’S USE ONLY** |

Take your completed forms and all ORIGINAL documents along with this checklist when making a appointment at the US Consulate in Sevilla.