

## Passport Division

The Office of the Lt. Governor-Passport Division has been designated a Passport Application Acceptance Facility by the United States Department of State. We gladly accept your completed passport application and forward it to the appropriate issuing agency for an issuance determination. Only the United States Department of State can make the determination of eligibility. All requirements and rules referring to the process of obtaining U.S. passports are mandated by the United States Department of State and the Code of Federal Regulations.

Applications that are accepted at this office includes first time applications, passport renewals, passport amendments, and no fee passports for authorized government officials traveling on official business for the U.S. Government.

Service is provided to St. John residents once a week at the office of the Administrator in Cruz Bay. Service is also extended to U.S. citizens living in neighboring Caribbean Islands, non-citizen minor children of U.S.

parent(s), and also U.S. citizens' crew members working aboard cruise lines that frequent our islands.

### PASSPORT FORMS

Passport forms can be downloaded online from [www.travel.state.gov](http://www.travel.state.gov) or by visiting any passport office. The following are a listing of passport applications.

DS-11 (Passport Application)

DS-82 (Passport Renewal Application)

DS-64 (Lost/Stolen Passport)

DS-3053 (Statement of Consent for Minors Under 16)

DS-4085 (Application for Additional Visa Pages)

DS-5504 (Passport Re-Application Form)

### HOW TO APPLY FOR A U.S. PASSPORT:

U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport. IF YOU ARE A FIRST-TIME APPLICANT, please complete and submit a DS-11 application in person. Each application must be accompanied by (1) PROOF OF U.S. CITIZENSHIP, (2) PROOF OF IDENTITY, (3) TWO (2x2) PHOTOGRAPHS, and (4) FEES.

FEDERAL TAX LAW: 26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his/her name and social security number. If you have not been issued a social security number, enter zeros in box #5. The Department of State must provide this information to the Internal Revenue service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

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Frequently Asked Questions

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Fees

For more information contact the Division of Passports at the address listed below:

ST. THOMAS  
ST. CROIX

No. 5049 Kongens Gade

St. Thomas, V.I. 00802

Tel: (340) 774-4024

Fax: (340) 779-1171

Hours of Operation: 9:00AM-3:00PM

9:00AM-1:00PM (Every Thursday ONLY) on St. John

1105 King Street

Christiansted, V.I. 00820

Tel: (340) 773-6449

Fax: (340) 773-0330

Hours of Operation: 9:00AM-3:00PM

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