

# Tourist Passport Checklist: RENEWALS AND NAME CHANGE

Please refer to this checklist if you are renewing your tourist passport that was issued after 16 years of age **OR** if you are over the age of 16 and have a no-fee passport but have never had a tourist passport.

## Step 1: Complete the Passport Application (DS-82) and Gather Documents

### INSTRUCTIONS FOR THE APPLICATION

**\*ALL APPLICATIONS MUST BE FILLED OUT ONLINE\***

To complete your application visit <https://pptform.state.gov/> and click on "Complete Online and Print". Use the mailing address below when filling out the application. **Do not use your PSC address as the mailing address on the application.**

#### **MAILING ADDRESS:**

52 FSS/FSPS/PASSPORT OFFICE  
UNIT 3670  
APO AE 09126

**It will then ask if this is your permanent address, check no and then annotate your PSC Box Address.**

\*When filling out online, please ensure that you include your middle name (if applicable) \*  
An email address **MUST** be included

#### **BEFORE PRINTING, CHECK THE FOLLOWING:**

THE PDF FORM HAS A BARCODE ON THE UPPER LEFT-HAND SIDE  
PAGES 5 AND 6 MUST BE PRINTED SINGLE SIDED

**\*\*DO NOT SIGN THE FORM UNTIL YOU ARE IN THE PRESENCE OF PASSPORT AGENT\*\***

### REQUIRED DOCUMENTS FOR APPOINTMENT

**\*\*BRING THE APPLICABLE DOCUMENTS – MUST BE ORIGINALS\*\***

Applications will not be processed until all required documentation is provided.

Photo Identification	Evidence of Citizenship	Name Change Documents (if applicable)
Military ID (CAC) Military Dependent ID Card	ALL Previously Issued Current Passport/Passport Card(s)	Amended Birth Certificate Marriage Certificate Divorce Decree Legal Name Change Document

## Step 2: Passport Photo

- **Size:** 2"x2" or 5x5 cm
- **Background:** white background, head must be 1 3/8"
- **Restrictions:** no head gear/glasses, no light-colored/white clothing, photo must be current (within 6 months)

**\*\*UNIFORM ATTIRE NOT ACCEPTABLE IN PHOTO \*\* (INCLUDES SAND TEE AND ABU/OCP BLOUSE)**

Photo can be taken at **BLDG 124 (BRICKHOUSE) DSN 452-7260, COMM:06565-61-7260**  
**Walk-in Hours: Monday – Friday 0900-1300 (Call the Brickhouse for appointments outside these hours)**

### Step 3: Passport Fee Payment

#### PASSPORT FEES

**(MUST be a Money Order or Cashier's Check, which can be obtained from the Service Credit Union Bank or Post Office)**

**RENEWAL** Tourist Passport: \$130

**NAME CHANGE** Tourist Passport: \$130

***Expedited service is not available overseas***

Please refer to [www.travel.state.gov](http://www.travel.state.gov) for more passport prices.

***FOR NAME CHANGE ONLY:*** If your passport was issued within one year of marriage you will need to complete a DS-5504 form and there will be no additional fee.

### Step 4: Make an Appointment

Passports are appointment only - walk-ins are not available.

- E-mail [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil) to schedule an appointment. To better assist you, include which application form you will be submitting (DS-11, DS-82, No Fee, etc.)
- Location is MPS - Bldg. 131. Check in at front desk.

**You MUST confirm your appointment within 24 hours of proposed appointment.**

**You may e-mail a PDF copy of pages 5 & 6 to [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil) for agent's review prior to your appointment.**

### Passports Key Points

- **The mailing address MUST be the address to the passport office.** PSC address can be used for your permanent address.
- An email address must be included
- You must indicate any passport you already have on the application **even if it's an official/no fee passport.**
- Original documentation **MUST** be mailed in with passport application but will be returned upon receipt of passport.
- Money Order **MUST** be brought in when applying for a passport. Money order should be made out to the **U.S. Department of State.**
- **Expedited service is not available**
- You must print and bring in pages 5 & 6 (one-sided) of the passport application.
- **DO NOT SIGN YOUR APPLICATION UNTIL IN THE PRESENCE OF A PASSPORT AGENT!!**

BEFORE YOU TRAVEL, PLEASE VISIT <https://www.fcg.pentagon.mil/fcg.cfm>

Current as of 01 OCTOBER 2022