

Tourist Passport Checklist: INITIAL, MINOR RENEWAL, DAMAGED/LOST PASSPORT

Refer to this checklist if you are applying for a newborn passport, if you are 15 and younger and are renewing a passport, if this will be your first passport (of any kind) issued after age 16, or if you have a damaged/lost/stolen tourist passport.

Step 1: Complete the Passport Application (DS-11) 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.

You must provide your parents' information (name, DOB, and location of birth) if they are listed on your birth certificate.
For parents' information, make sure to use the mother's maiden name.
For **LOST/STOLEN** passports, a DS-64 form must accompany the DS-11.

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 *Proof of Parentage for Minors	Name Change Documents (if applicable)
Military ID (CAC) Military Dependent ID Card For minor appointments: both parents' IDs.*	Birth Certificate or CRBA Naturalization Certificate Minors*: ALL Previously Issued Passport/Passport Card(s)	Amended Birth Certificate Marriage Certificate Divorce Decree Legal Name Change Document

***Minors must be accompanied by both parents listed on birth certificate, see Additional Requirements for special circumstances.**

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)

MINOR Tourist Passport (Initial or Renewal): \$135

ADULT Tourist Passport (Initial/Lost/Damaged): \$165

Expedited service is not available overseas

Please refer to www.travel.state.gov for more passport prices.

Step 4: Make an Appointment

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

- E-mail 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 for agent's review prior to your appointment.

ADDITIONAL REQUIRED DOCUMENTS - MINORS

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

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

Please see below for additional documents that may have to be provided given extenuating circumstances.

Proof of Parentage	Absent Parent
Adoption Decree	Original Notarized DS 3053
Divorce Decree – for sole custody	Death Certificate
	Original DS 5525 Non-Responsive Parent

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>

If you need to order vital records, visit VitalChek: <https://www.vitalchek.com/v/>

Current as of 01 OCT 2022