

Official Secondary Passport

PROCESSING TIME: 8-12 WEEKS

PASSPORT APPOINTMENTS ARE REQUIRED FOR ALL PASSPORT APPLICATION SUBMISSION



← [Schedule an appointment](https://waitwhile.com/locations/718fss-mpf/bookings/add/services)

<https://waitwhile.com/locations/718fss-mpf/bookings/add/services>

SECONDARY OFFICIAL PASSPORT (TO include renewal)

- ☐ **COMPLETE, TYPE and PRINT FORM DS-11** passport application at <https://pptform.state.gov/> ****NO EXCEPTIONS****
- ☐ ***Make sure there is a barcode on the TOP LEFT corner after you printing out the form**
 - ❖ To generate the Form DS-11, **please LEAVE the passport information BLANK.**
 - ❖ Use the “FORM FILLER” option. DO NOT download the PDF version of the form.
 - ❖ **Mandatory:** Please put the following Mailing Address in your application (SIA will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
- ☐ Two 2x2 colored photo (With a white background taken within the last 6 months)
 - ❖ Uniforms must **NOT** be worn
 - ❖ NO GLASSES in your new U.S Passport Photo as of 01 November 2016
 - ❖ For photo booth photos from the BX, select “2 Photos in 1 Sheet”
- ☐ Bring in the most Current Official, Secondary Official and Tourist Passport
- ☐ Front and Back Copy of ID card (Valid State issued I.D) ****must be on the same page****
- ☐ ****Secondary Passport Memorandum letter must be signed by your Unit Commander per Department of State and Directorate of Executive Travel requirements.**
- ☐ Primary official passport must also be submitted along with application for secondary passport. In the event that primary passport cannot be submitted, memo must also state current location (country, dates passport will be used) of primary official passport and justification on why member must keep passport.
- ☐ TDY/CED/PCS orders to country requiring official passport for entry. If DoD Foreign Clearance Guide states military is allowed to enter using military CAC and orders, official passport application will NOT be processed. If orders are unavailable, coordinate with your UDM to process a memorandum in lieu of orders signed by O-6 (no exceptions). Memo in lieu of orders must be approved by Directorate of Executive Travel prior to scheduling an appointment.
- ☐ **Short notice/Expedite request:** Have UDM coordinate with MPS Passport Office. Walk-ins will not be accepted.

Schedule Appointment with 718 FSS Passport Office @

<https://waitwhile.com/locations/718fss-mpf/bookings/add/services>

***Accessible through government computer, personal computer and mobile phone**