

# **No-Fee Dependent Passport (Process time 8-12 weeks)**



**Each family member must have a separate appointment.**

Scan QR code or visit:

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

**Missing any items/documents listed in this checklist will result in appointment cancellation and require a new appointment.**

## **Applicant must appear in person**

**FORM DS-11: Individuals under 16 years old or first time applying for U.S Passport after the age of 16.**

- ☐ **Complete FORM DS-11** passport application at <https://pptform.state.gov/>

**Do NOT** download PDF version of the form, use **FORM FILLER**. Make sure there is a barcode on the top left corner after you print out.

Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5135 AFN 436083**  
**APO, AP 96368-5135**

When wizard asks, "Is this your permanent address?" Select "No"  
For permanent and emergency address use family/relative home address

**Do NOT** Sign FORM DS-11

- ☐ **Two 2x2 inches colored photo** – Must be taken within the last 6 months. Our office does not provide passport photo services.
- ❖ White Background
  - ❖ Military Uniform is not permitted
  - ❖ No glasses
- ☐ **Proof of U.S. Citizenship**
- ❖ **Original** Birth Certificate or CRBA (Consular Report of Birth Certificate)
  - ❖ **Original** Naturalization Certificate
  - ❖ **Exception:** If Official/Tourist passport is present, then certified by Legal Office proof of citizenship listed above is accepted. You must bring your tourist passport.
- ☐ **Front and Back photocopy of ID card** (Valid Military or State ID) must be on the same page. / For minor: Valid parents' ID
- ☐ **Original Proof of Name Change** if you changed your name
- ❖ Marriage certificate/Divorce decree
  - ❖ Adoption decree/Court order
- ☐ **Active Duty Dependent: AF Form 899 (PCS Orders).** <If you processed a DEROS(date eligible to return from overseas assignment) Extension, please bring in Documentation showing New DEROS>. And Command Sponsorship Letter if applicable.

# **No-Fee Dependent Passport (Process time 8-12 weeks)**

**Note: If applying for child passport, both parents must be present during process.** If either parent **cannot be present**, the appearing parent will need to provide a photocopy of the non-applying parent's ID and a notarized form **DS-3053**(*Statement of Consent form*) or **DS-5525** (*Statement of Exigent/Special Family Circumstances*).

**Note:** Additional documents may be required:

- ❖ Adoption Decree
- ❖ Death Certificate of the non-applying parent
- ❖ Special power of attorney designated for minor's passport
- ❖ Court order / Divorce decree / Custody order

\*\*\*\*\*

**FORM DS-82 (RENEWAL):** Already have Official/Diplomatic or Tourist passport issued after the age of 16.

- ☐ Complete **FORM DS-82** passport application at <https://pptform.state.gov/>

**Do NOT** download PDF version of the form, use **FORM FILLER** instead. Make sure there is a barcode on the top left corner after you print out.

Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5135 AFN 436083**  
**APO, AP 96368-5135**

When wizard asks, "Is this your permanent address?" Select "No"  
For permanent and emergency address use family/relative home address

Use most currently issued passport in filling out DS-82, (e.g. if your tourist passport is issued 2 Jun 2018 and your official passport was issued 2 May 2017, then use tourist passport information).

- ☐ **DO NOT SIGN FORM DS-82**

- ☐ **Two 2x2 inches colored photo** – Must be taken within the last 6 months. Our office does not provide passport photo services.

- ❖ White Background
- ❖ Military Uniform is not permitted
- ❖ No glasses

- ☐ **Bring Current and Expired Passports** (Official, Diplomatic **and** Tourist).

- ☐ **Front and Back photocopy of ID card** (Valid Military or State ID) **\*\*must be on the same page\*\***

- ☐ **Original Proof of Name Change** if you changed your name

- ❖ Marriage certificate/Divorce decree
- ❖ Adoption decree/Court order

## **No-Fee Dependent Passport (Process time 8-12 weeks)**

- ☐ **Active Duty Dependent AF Form 899 (PCS Orders).** <If you processed a DEROS(date eligible to return from overseas assignment) Extension, please bring in Documentation showing New DEROS>. And Command Sponsorship Letter if applicable.

**FORM DS-64 : LOST/STOLEN:** Follow **Initial Passport requirements** plus (+) **Form DS-64 (Lost and Stolen form)**

### **NAME CHANGE:**

- Use FORM DS-5504 If the passport is less than a year old from the issued date+ **original proof of name change + one (1) 2X2 colored photo.**
- If it's more than a year old, **follow requirements for renewal + original proof of name change** (e.g. marriage certificate/divorce decree, adoption decree/court order)