

Official Secondary 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:

- ☐ **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

To generate the Form DS-11, **please LEAVE the passport information BLANK.**

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
- ☐ **Active Duty Only: TDY/CED/PCS orders** to the 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. Check FCG: <https://apacs.milcloud.mil/fcg/loginForm.cfm>

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If orders are unavailable, coordinate with your UDM to process a memorandum in Lieu of Orders signed by O-6 (no exceptions). Memo must be approved by Passport Service Division. Template available at:

https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx

- ☐ **Bring in the Most Current Official, Secondary Official and Tourist Passport**
- ☐ ****Secondary Passport Memorandum letter** must be signed by your Commanding officer or an officer with a rank of O-6 or above and Per the Department of State and Passport Services Division 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.
- ☐ **Short notice/Expedite request:** The memorandum must be signed by a General Officer (O-7 or above) or SES equivalent. Template available at:
https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx