

# No-Fee Military 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>

**It is customer's responsibility to acquire and print all required items below. Failure to bring all necessary documents will result in scheduling new appointment.**

**When applying for minor (under 16) passport book, both parents and the child must be present for an appointment.**

<p><b>Form DS-11/ Form DS-82</b></p>	<p><b>Form DS-11:</b> Individuals under 16 years old <u>or</u> first time applying for U.S Passport after the age of 16.</p> <p><b>Form DS-82 (renewal):</b> Already in possession of U.S passport (official/no-fee military dependent, diplomatic or tourist passport) and 16 years or older.</p> <p>Fill-out online and print: <a href="https://pptform.state.gov/">https://pptform.state.gov/</a></p> <p>Must utilize the following address in your application:</p> <p><b>UNIT 5135 AFN 436083 APO, AP 96368-5135</b></p> <p>When wizard asks, "Is this your permanent address?" Select "No". For permanent and emergency address use family/relative home address</p> <p>Use <u>most recently issued passport</u> 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).</p> <p><b>DO NOT SIGN DS-11 AND DS-82</b></p>
<p><b>Two (2) colored Passport photos</b></p>	<ul style="list-style-type: none"> <li>• 2 x 2 in (51 x 51 mm), Color</li> <li>• Must be taken within the last 6 months</li> <li>• White background</li> <li>• Military uniform is not permitted</li> <li>• Printed on matte or glossy photo quality paper</li> </ul> <p>For more information regarding photos visit: <a href="https://travel.state.gov/content/travel/en/passports/how-apply/photos.html">https://travel.state.gov/content/travel/en/passports/how-apply/photos.html</a></p>
<p><b>Proof of U.S. Citizenship and black and white photocopy of it</b></p>	<p><b>Original</b> U.S. birth certificate or CRBA (Consular Report of Birth Certificate) &amp; photocopy <b>Original</b> Naturalization certification &amp; photocopy</p> <p>Exception:</p> <p><b>DS-11:</b> If in possession of official/no-fee military dependent or tourist passport, then bring certified U.S. birth <b>certificate by Legal Office</b></p> <p><b>DS-82:</b> Bring the old/valid passport (Tourist/Official/No fee military dependent)</p>
<p><b>U.S Passport</b></p>	<p>Bring old/valid tourist passport &amp; official/no-fee military dependent passport &amp; photocopy (Black and White)</p>

<p><b>Front and Back photocopy of ID card on the same page (Black and White)</b></p>	<p><b>Must bring black and white photocopy of valid CAC, Dependent ID (Department of State recommended)</b></p> <p><b>Applicant's front and back photocopy of identification must be on the <u>same page</u></b></p> <p><b>When applying for minor passport book (under 16), must bring photocopy of identification for both parents for each child.</b></p>
<p><b>Active Duty Dependent</b></p>	<ul style="list-style-type: none"> <li>• <b>AF Form 899 (PCS Orders).</b></li> <li>• Documentation showing <b>New DEROS</b> &lt;If you processed a DEROS (date eligible to return from overseas assignment) Extension&gt;</li> <li>• <b>Command Sponsorship Letter</b> if applicable.</li> </ul>
<p><b>Proof of Name Change (if applicable)</b></p>	<p><b>Original or Certified copy by Legal Office</b></p> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Divorce decree</li> <li>• Adoption decree</li> <li>• Court Order</li> </ul>
<p><b>Additional document for minor (if applicable)</b></p>	<p><b>If applying for minor passport book, both parents and the applicant (child) must be present during process.</b></p> <p><b>If either parent <u>cannot be present</u>, the appearing parent will need to provide a photocopy of the non-applying parent's ID and original <i>DS-3053</i> (Statement of Consent form) for each child(ren)</b></p> <p>Or below document</p> <ul style="list-style-type: none"> <li>• <i>Special power of attorney designated for minor's passport for each child(ren)</i></li> <li>• <i>DS-5525(Statement of Exigent/Special Family Circumstances) for each child(ren)</i></li> <li>• <i>Court order granting sole legal custody</i> to the applying parent</li> <li>• <i>Death Certificate</i> of the non-applying parent</li> </ul>
<p><b>Form DS-64 (if applicable)</b></p>	<p>Complete DS-64 if passport was lost/stolen</p>
<p><b>Damaged passport statement (if applicable)</b></p>	<p>A signed statement explaining the damaged or mutilated condition of your passport book</p>

Kadena Passport Office DSN: 632-0446/632-044 Email: 718fss.mps.passportmatters@us.af.mil