

No-Fee Dependent Passport

****PROCESSING TIME: 12-14 WEEKS****

PASSPORT APPOINTMENTS ARE REQUIRED FOR ALL PASSPORT APPLICATION SUBMISSION

<https://kadenaabpassports.setmore.com/>

FORM: DS-11 or DS-82:

You must apply in person using Form DS-11 if at least one of the following is true:

- You are applying for your first U.S. passport
- You are under age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

If none of the above statements apply to you, you may be eligible to Renew using Form DS-82.

INITIAL: (Individuals who do not possess any type of U.S Passport and/or first passport after the age of 16)

- COMPLETE, TYPE and PRINT FORM DS-11** passport application at <https://pptform.state.gov/>
****NO EXCEPTIONS****

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. We are not able to process w/o barcode

DO NOT use DS-11 if you have a current tourist passport or no-fee dependent passport issued within the last 10 years. (Use checklist below for renewal of no-fee passport)

- Two 2x2 colored photo (With a white background taken within the last 6 months)
- ❖ 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"
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134

When wizard asks "Is this your permanent address?" Select "No"

For permanent address, use physical state-side home address, NO PO Boxes (you may use relative's address or someone you can trust to receive correspondence from Department of State).

- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)

❖ **Unacceptable Birth Certificates**

- Hudson County, Jersey City, NJ
- California Short-Form/Birth Abstract
- Brunswick County, NC issued before May 1, 2009
- Texas Short-Form/Birth Abstract issued before March 2003
- Puerto Rico issued before July 1, 2010
- Notarized Copies

- One Copy of Proof of U.S Citizenship
- Front and Back copy of ID card (Valid State issued I.D) ****must be on the same page****
- *applicant age of 17 and 16- * Parent's statement of consent and their ID card copy(if parents can't be at present)
- *Active Duty Dependent*** AF Form 899 or Command Sponsorship Letter.
DOD Civilian Dependent Please bring in your letter of employment.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

No-Fee Dependent Passport

RENEWAL No-Fee PASSPORT and MEMBERS WHO POSSESS A TOURIST PASSPORT ISSUED AFTER THE AGE OF 16

- COMPLETE, TYPE and PRINT FORM DS-82** passport application at <https://pptform.state.gov> ****NO EXCEPTIONS**
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. We are not able to process w/o barcode
- Two 2x2 colored photo (With a white background taken within the last 6 months)
 - ❖ 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"
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
When wizard asks "Is this your permanent address?" Select "No"
For permanent address, use physical state-side home address, NO PO Boxes (you may use relative's address or someone you can trust to receive correspondence from Department of State).
- Bring in the most Current and/or Expired Passport (No-Fee Dependent and Tourist)
- 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, use tourist passport information as this is the most current passport that Department of State issued to you).
- Front and Back copy of ID card (Valid State issued I.D) **must be on the same page**
- *Active Duty Dependent*** AF Form 899 or Command Sponsorship Letter
DOD Civilian Dependent Please bring in your letter of employment.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

Requirements for UNDER 16 years old or any applicants whose passport was issued before the age of 16 (INITIAL AND RENEWAL)

- COMPLETE, TYPE and PRINT FORM DS-11** passport application at <https://pptform.state.gov> ** **NO EXCEPTIONS**
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. We are not able to process w/o barcode
- Two 2x2 colored photo (With a white background taken within the last 6 months)
 - ❖ NO GLASSES in your new U.S Passport Photo as of 01 November 2016
 - ❖ For children, please use BX Photo Studio or Public Affairs Studio services as photo booths may not have correct passport dimensions for children
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
When wizard asks "Is this your permanent address?" Select "No"
For permanent address, use physical state-side home address, NO PO Boxes (you may use relative's address or someone you can trust to receive correspondence from Department of State).
- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)
- One Copy of Proof of U.S Citizenship

No-Fee Dependent Passport

- Bring in the Most Current and/or Expired passport (No-Fee Dependent and Tourist)
- Use most currently issued passport in filling out DS-11, (e.g. if child's tourist passport is issued 2 Jun 2018 and no-fee passport was issued 2 May 2017, use tourist passport information as this is the most current passport that Department of State issued to your child).
- Front and Back copy of parents ID card (State issued ID) **must be on the same page**
- ***Active Duty Dependent*** AF Form 899 or Command Sponsorship Letter
DOD Civilian Dependent Please bring in your letter of employment.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

Note: Child/Children and 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 or form **DS-5525** Statement of Exigent/Special Family Circumstances. The US State Department will not accept faxed or scanned copies of documents.

For LOST/STOLEN: Follow Initial Passport Application requirements plus (+) **Form DS-64**

For NAME CHANGE:

- If the passport is less than a year old from the issued date, processing fee is FREE. Use Form **DS-5504** + 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.
(Applicable for name change e.g. marriage certificate, divorce decree, adoption decree and court order)

Schedule Appointment with 718 FSS Passport Office @

<https://kadenaabpassports.setmore.com/>

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