

# Tourist Passport

**\*\*PROCESSING TIME: 8-10 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 PASSPORT:** (Individuals who do not possess any 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\***

- Two pieces, identical 2x2 colored photo (With 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"

- 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
- Photocopies and Notarized Copies

- 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)

- \$145.00 Money Order** (please do not fill out the pay to the order portion)

**\*\*Money orders can be purchased at Post Office or Community Bank\*\***

- <Original Proof of Name Change if you changed your name (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.

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## RENEWAL OF TOURIST PASSPORT and MEMBERS WHO POSSESS AN OFFICIAL/DIPLOMATIC/NO-FEE-DEPENDENT 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)
  - ❖ 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"
- 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 (Official, Diplomatic and Tourist)
- Use most currently issued passport in filling out DS-82, (e.g. if your no-fee passport is issued 2 Jun 2018 and your tourist passport was issued 2 May 2017, use no-fee 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\*\*
- \$110.00 Money Order** (please do not fill out the pay to the order portion) \*\*Money orders can be purchased at **Post Office or Community Bank**\*\*
- <Original Proof of Name Change if you changed your name (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 services as photo booths may not have correct passport dimensions for children
- Proof of U.S. Citizenship (Original Birth Certificate or Original Naturalization Certificate)
- Bring in the Most Current and/or Expired passport (No-Fee Dependent and Tourist)
- Front and Back copy of parents ID card (Valid State issued ID) \*\*must be on the same page\*\*
- \$115.00 Money Order** (please do not fill out the pay to the order portion) \*\*Money orders can be purchased at **Post Office or Community Bank**\*\*
- <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.

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

**For NAME CHANGE:**

- If the passport is less than a year old from the issue 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)

**For EXPEDITE and EMERGENCY PASSPORTS**

- Customers in need of passports within this timeframe are advised to contact US Consulate General Naha for assistance:  
US Consulate General Naha  
Phone: 098-876-4211  
Email: [nahaacs@state.gov](mailto:nahaacs@state.gov)

**Schedule Appointment with 718 FSS Passport Office @**

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

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