

# 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>

**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.**

<p><b>Form DS-11/ Form DS-82</b></p>	<p><b>Form DS-11:</b> You can leave the passport information BLANK</p> <p><b>Form DS-82 (renewal):</b> Already in possession of U.S passport (Primary Official )</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 style="text-align: center;"><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)</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: <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> <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>Must bring black and white photocopy of valid CAC, Dependent ID (Department of State recommended)</p> <p>Applicant's front and back photocopy of identification must be on the <u>same page</u></p>

<b>Secondary Passport Memorandum letter</b>	Must be signed by your Commanding officer or an officer with a rank of <b>O-6</b> or above and Per the Department of State and Passport Services Division requirements. The memo must clearly justify the need for the second passport.
<b>Short notice/Expedite request for Active duty</b>	The memorandum must be signed by a <b>General Officer (O-7 or above)</b> or SES equivalent. Template available at: <a href="https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx">https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx</a>

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