

Official/Diplomatic Passport (Process time 8-12 weeks)



Each family member must have a separate appointment.

Scan QR code or visit:

<https://waitwhile.com/locations/718fs-mpf/welcome>

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>Form DS-11/ Form DS-82</p>	<p>Form DS-11: Individuals under 16 years old <u>or</u> first time applying for U.S Passport after the age of 16.</p> <p>Form DS-82 (renewal): 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: https://pptform.state.gov/</p> <p>NOTE: Barcode must be visible on application, left-hand side and bottom of form</p> <p>Must utilize the following address in your application:</p> <p style="text-align: center;">UNIT 5135 AFN 436083 APO, AP 96368-5135</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>DO NOT SIGN DS-11 AND DS-82</p>
<p>Two (2) colored Passport photos</p>	<ul style="list-style-type: none"> • 2 x 2 in (51 x 51 mm) • Must be taken within the last 6 months • White background • Military uniform is not permitted • Printed on matte or glossy photo quality paper <p>For more information regarding photos visit: https://travel.state.gov/content/travel/en/passports/how-apply/photos.html</p>
<p>Proof of U.S. Citizenship and black and white photocopy of it</p>	<p>Original U.S. birth certificate or CRBA (Consular Report of Birth Certificate) & photocopy Original Naturalization certification & photocopy</p> <p>Exception:</p> <p>DS-11: If in possession of official/no-fee military dependent or tourist passport, then bring certified U.S. birth <u>certificate by Legal Office</u></p> <p>DS-82: Bring the old/valid passport (Tourist/Official/No fee military dependent)</p>
<p>U.S Passport</p>	<p>Bring old/valid tourist passport & official/no-fee military dependent passport & photocopy (Black and White)</p>

Front and Back photocopy of ID card on the same page (Black and White)	<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> <p>When applying for minor passport book (under 16), must bring photocopy of identification for both parents for each child.</p>
Active Duty Only	<p>TDY/CED/PCS orders to the country requiring official passport for entry. If DoD Foreign Clearance Guide (FCG) 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</p> <p>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</p>
Short notice/Expedite request for Active duty	<p>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</p>
DOD Civilians who are States side hire Only	<ul style="list-style-type: none"> • Letter of Employment • DD 1614 (PCS orders) from State to Okinawa
Proof of Name Change (if applicable)	<p>Original or Certified copy by Legal Office</p> <ul style="list-style-type: none"> • Marriage certificate • Divorce decree • Adoption decree • Court Order
Additional document for minor (if applicable)	<p>If applying for minor passport book, both parents and the applicant (child) must be present during process.</p> <p>If either parent cannot be present, the appearing parent will need to provide a photocopy of the non-applying parent's ID and original DS-3053 (Statement of Consent form) for each child(ren)</p> <p>Or below document</p> <ul style="list-style-type: none"> • Special power of attorney designated for minor's passport <i>for each child(ren)</i> • DS-5525(Statement of Exigent/Special Family Circumstances) <i>for each child(ren)</i> • Court order granting sole legal custody to the applying parent • Death Certificate of the non-applying parent
Form DS-64 (if applicable)	<p>Complete DS-64 if passport was lost/stolen</p>
Damaged passport statement	<p>A signed statement explaining the damaged or mutilated condition of your passport book</p>