

# 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/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><b>Passport Application (Fill out online and print out a single side of the paper)</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><b>Fill-out online and print:</b> <a href="https://pptform.state.gov/">https://pptform.state.gov/</a></p> <p><b>NOTE: Barcode must be visible on application, left-hand side and bottom of form</b></p> <p>Must utilize the following address in your application:  <b>OPC 80 BOX 5206 (AFN 436083)</b>  <b>APO, AP 96367-5206</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><b>Use <u>most recently issued passport</u> in filling out online</b> (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 Citizenship (U.S. birth certificate / Consular Report of Birth Certificate (CRBA) / Naturalization certification) &amp; Black and white photocopy</b></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>Please verify if birth certificate is acceptable:</b>  <a href="https://kadenafss.com/wp-content/uploads/2025/01/birth-certificate-information-20241213155806-0001.pdf">https://kadenafss.com/wp-content/uploads/2025/01/birth-certificate-information-20241213155806-0001.pdf</a></p>

<b>Proof of sole parentage or legal custody</b>	<b>If First-time Applicant/under 16 or Parentage/Custody is unclear</b> <ul style="list-style-type: none"> <li>• A foreign birth certificate, and/or</li> <li>• Other legal custody documentation (e.g., court orders).</li> <li>• If born on US military installation: Birth registration or certification from the U.S. military hospital</li> </ul>
<b>U.S Passport (if applicable)</b>	<ul style="list-style-type: none"> <li>• <b>Bring original official/no-fee military dependent passport</b></li> <li>• <b>Bring Black and White photocopy old/valid tourist passport of full data page</b></li> </ul>
<b>Front and Back photocopy of ID card on the same page (Black and White)</b>	<b>Must bring black and white photocopy of valid CAC, Dependent ID (Department of State recommended)</b>  <b>Applicant's front and back photocopy of identification must be on the <u>same page</u></b>  <b>When applying for minor passport book (under 16), must bring photocopy of identification for both parents for each child.</b>
<b>Active Duty Dependent</b>	<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>
<b>Proof of Name Change (if applicable)</b>	<b>Original or Certified copy by Legal Office</b> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Divorce decree</li> <li>• Adoption decree</li> <li>• Court Order</li> </ul>
<b>Additional document for minor (if applicable)</b>	<b>If applying for minor passport book (under 16 years old), both parents and the applicant (child) must be present during process.</b>  <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 DS-3053 (Statement of Consent form) for each child(ren)</b> Or below document <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 to the applying parent</i></li> <li>• <i>Death Certificate of the non-applying parent</i></li> </ul>
<b>Lost /Stolen (if applicable)</b>	Complete <b>DS-64 &amp; DS-11</b>
<b>Damaged passport statement (if applicable)</b>	<b>A signed statement</b> explaining the damaged or mutilated condition of your passport book and <b>DS-11</b>

**Kadena Passport Office DSN: 632-0446/632-0447 Email: 718fss.mps.passportmatters@us.af.mil**