

Official Secondary Passport(Process time 8-12 weeks)



Each family member must have a separate appointment.

Scan QR code or visit:

<https://webmail.apps.mil/book/KadenaPassportsOffice@bookings.af.mil/?ismsaljsauthenbled>

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>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: OPC 80 BOX 5206 (AFN 436083) APO, AP 96367-5206</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 Exception: 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> DS-82: Bring the old/valid passport (Tourist/Official/No fee military dependent)</p>
<p>Proof of sole parentage or legal custody</p>	<p>If First-time Applicant/under 16 or Parentage/Custody is unclear</p> <ul style="list-style-type: none"> • A foreign birth certificate, and/or • Other legal custody documentation (e.g., court orders).

	<ul style="list-style-type: none"> If born on US military installation: Birth registration or certification from the U.S. military hospital
U.S Passport	Bring old/valid tourist passport & official/no-fee military dependent passport & photocopy (Black and White)
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>
Secondary Passport Memorandum letter	<p>Must be signed by your Commanding officer or an officer with a rank of O-6 or above and Per the Department of State and Passport Services Division requirements.</p> <p>The memo must clearly justify the need for the second passport.</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.</p> <p>Template available at: https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx</p>

Kadena Passport Office DSN: 632-0446/632-0447

Email: 718fss.mps.passportmatters@us.af.mil

We are located bldg. 721-B Second Floor, Room D 205