

Official/Diplomatic 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/?ismsaljsauthenabled>

We are located bldg. 721-B Second Floor, Room D 205 (DSN: 632-0446)

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>Passport Application (Fill out online and print out a single side of the paper)</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 online (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 Citizenship (U.S. birth certificate / Consular Report of Birth Certificate (CRBA) / Naturalization certification) & Black and white 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 certificate by Legal Office</p> <p>DS-82: Bring the old/valid passport (Tourist/Official/No fee military dependent)</p> <p>Please verify if birth certificate is acceptable: https://kadenafss.com/wp-content/uploads/2025/01/birth-certificate-information-20241213155806-0001.pdf</p>

Proof of sole parentage or legal custody	<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). • If born on US military installation: Birth registration or certification from the U.S. military hospital
U.S Passport (if applicable)	<ul style="list-style-type: none"> • Bring original official/no-fee military dependent passport • Bring Black and White photocopy old/valid tourist passport of full data page
Front and Back photocopy of ID card on the same page and (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>*NOTE: DD Form 1610 from DTS are no longer authorized to be used for application. Please provide completed Travel Authorization document from DTS. This can be obtained by member, AO or Finance office.</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 (under 16 years old), both parents and the applicant (child) must be present during process.</p> <p>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)</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
Lost /Stolen (if applicable)	Complete DS-64 & DS-11
Damaged passport statement (if applicable)	A signed statement explaining the damaged or mutilated condition of your passport book and DS-11