**Tourist/Dependent No-Fee Passport Checklist AGE 16+**

Processing/delivery time for Tourist Passports is approximately 4-6 weeks

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| To complete your application visit <https://pptform.state.gov/> – CHOOSE **ONLINE** **VERSION ONLY**;  **MUST HAVE BARCODE & MUST BE SINGLE SIDED AND NOT DOUBLE SIDED**)  **\*ALL APPLICATIONS MUST BE TYPED\***  **YOUR MAILING ADDRESS MUST BE ONE OF THE ADDRESS BELOW:**  **\*\*DO NOT USE YOUR PSC ADDRESS\*\***  **Tourist Passport No-Fee Passport**  **52 FSS/FSPS/PASSPORT OFFICE 52 FSS/FSPS/PASSPORT OFFICE**  **UNIT 3670 GEB 131 RM 103**  **APO AE 09126 54529 SPANGDAHLEM, GERMANY**  **It will then ask if this is your permanent address, check no and then annotate your physical address.**   * Form DS 11 (COMPLETE ONLINE HOWEVER, SIGN ONLY IN FRONT OF PASSPORT AGENT) * Use if this is your first U.S. passport of any kind * Always use for children 15 and younger * Use if you have a lost/stolen passport that you cannot submit.   **\*Make sure to write in mother’s maiden name. Do not write UNKNOWN for a parent unless they are not listed on birth certificate\***   * Form DS 82 (COMPLETE ONLINE HOWEVER, SIGN ONLY IN FRONT OF PASSPORT AGENT) * Do you already have a current U.S. passport book (official/no fee or tourist passport)? * Were you at least 16 yrs of age when your most recent passport was issued? * Was your most recent passport issued less than 15 yrs ago? * Are you using the same name **OR** can submit proper documentation to reflect new name?   **\*If you answered NO to any of the four statements above, you CANNOT use the Form 82\*** |  |
| Evidence of Citizenship **(MUST PROVIDE AT LEAST ONE OF THE FOLLOWING)**   * **ALL** Previously Issued Current Passport/Passport Card ***or*** * Birth Certificate ([www.vitalchek.com](http://www.vitalchek.com)) ***First time applicants only. Birth certificate will be mailed with application*** * Naturalization Certificate   **\*MUST BE ORIGINALS\*** |  |
| Proof of Command Sponsorship **(Only if applying for a No-Fee Passport)**   * PCS Orders and * Surf or RIP showing most current DEROS date (if applicable) **and/*or*** * Command Sponsorship Memo (if applicable) |  |
| **PHOTO ID** (**We will make certified copies at our office to be mailed with the application**)   * Applicant ID card |  |
| **1** **PHOTO** (**2”x2” or 5x5 cm, must match shadow border on form, white background, head must be 1 3/8”, no head gear**)   * 1 photo meeting above requirements cannot be older than 6 months old.   **DO NOT WEAR LIGHT COLORED/WHITE SHIRT OR YOUR GLASSES IN THE PHOTO**  **\*Can be taken at BLDG 124( MUSIC & VIDEO XPRESS in the BRICKHOUSE) DSN 452-6195, COMM:06565-61-6195\*** |  |
| Has your name changed since birth or your last passport? If Yes, see below:   * **Original** Amended Birth Certificate ***and*** * **Original** Marriage Certificate or Divorce Decree ***or*** * **Original** Legal Name Change Document |  |
| **PASSPORT FEE** (MUST be a Money Order payable to **US DEPARTMENT OF STATE** which can be obtained from Bank or Post Office) \*\*You will be turned away if you do not have your Money order.   * INITIAL and RENEWAL Dependent No-Fee Passports ONLY: FREE * INITIAL Tourist Passport OR if previous passport was issued PRIOR TO AGE 16 or if you have lost your passport : $145 * RENEWAL Tourist Passport: $110   ***Expedited service is not available overseas*** |  |
| No Appointment necessary   * Email [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil) or DSN 452-4448 for questions. * Our walk-in hours are every Monday, Wednesday & Friday from 0800-1200 1300-1500. **NEWBORN BORN OVERSEAS ARE NOT PROCESSED THESE DAYS.** * Tuesday and Thursday BY APPOINTMENTS ONLY FOR CONSULATE REPORT OF BIRTH ABROAD ONLY OR LARGE FAMILIES FIVE OR MORE. * Location is MPS - Bldg. 131, RM 103 |  |

**Key points to follow when completing passport application:**

* The mailing address **MUST** be the address to the passport office.
* A permanent address must be listed which can be your PSC address.
* An email address **MUST** be included (Government email address is preferred)
* You **MUST** indicate any passport you already have on the application even if it’s an official/no fee passport.
* Parents information **MUST** be completed and match birth certificate. **ALWAYS USE MOTHERS MAIDEN NAME.**
* You **MUST** include travel plans.
* Original documentation **MUST** be mailed in with passport application but will be returned upon receipt of passport.
* Passport photo **MUST** accompany the application.
* Photos **MUST** be 6 months or newer (preferably not used for another passport).
* Eye glasses **MUST** be taken off for the photo
* Money Order **MUST** be brought in when applying for a passport. Applications will not be processed until all required documentation is provided. Money order should be made out to the **U.S. Dept. of State**.
* **Expedited service is not available**
* You only need to print and bring in pages 5 & 6 of the passport application.
* **DO NOT SIGN YOUR APPLICATION UNTIL IN THE PRESENCE OF A PASSPORT AGENT !!**

Please print your applications before arriving

**\*ALL APPLICATIONS MUST BE TYPED AND PRINTED ON 2 SEPARATE PAGES**

**(NO FRONT/BACK COPIES)\* DO NOT** CLICK ON PDF FILE-COMPLETE BY HAND.

Please refer to [**www.travel.state.gov**](http://www.travel.state.gov) for more passport prices. Expedited services are only for applicants in the U.S. (not OCONUS)

**Lost or stolen passport:** You must submit Form DS-11 and DS-64 at a passport agency or an authorized passport application acceptance facility.

All original documents sent out will be returned with new passport. Please contact our office at [52mss.dpmpsp@us.af.mil](mailto:52mss.dpmpsp@us.af.mil) if you are unable to have everything ready by your appointment date.

BEFORE YOU TRAVEL, PLEASE VISIT https://www.fcg.pentagon.mil/fcg.cfm

**Current as of September 2016**