**MINORS (15 yrs old and younger)**

**Tourist/Dependent No-Fee Passport Checklist (Initial Issue and Renewals)**

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

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| --- | --- |
| Passport Application (FORMS LOCATED AT <https://pptform.state.gov/> –CHOOSE **ONLINE** OPTION; **MUST HAVE BARCODE & MUST BE SINGLE SIDED AND NOT DOUBLE SIDED**)**\*ALL APPLICATIONS MUST BE TYPED\***The following addresses need to be used for the mailing address, **NOT** 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** * Form DS 11 (COMPLETE ONLINE HOWEVER, SIGN AT APPT IN FRONT OF PASSPORT AGENT)
* Use if this is your first U.S. passport of any kind.
* Use if you have a lost/stolen passport that you cannot submit.

**\*For parents information; use mother’s maiden name and don’t write UNKNOWN for a parent unless not stated on birth certificate\*** |  |
| Child’s Proof of Citizenship * **ALL** Previously Issued/Expired Passport/ passport card(may be mailed with application) ***and***
* Birth Certificate (www.vitalchek.com) Birth certificate will be mailed with application ***or***
* Naturalization Certificate

**\*MUST BE ORIGINALS \*** |  |
| Child’s Proof of Parentage **(MUST PROVIDE ONE OF THE FOLLOWING)*** Birth Certificate (will be mailed in with application) ***or***
* Adoption Decree

\* **MUST BE ORIGINALS\*** |  |
| Proof of Command Sponsorship **(Only required if getting a NO-FEE passport; COPY)*** PSC 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 in our office**)* Both parents/Sponsor ID (Both parents must be present)
 |  |
| 1 Photo (**2”x2” or 5x5 cm, must match shadow border on form, white background, head must be 1 3/8”, no eye glasses**)* 1 photo meeting above requirements cannot be over 6 months old.

**DO NOT WEAR A WHITE/LIGHT COLORED SHIRT OR EYEGLASSES IN THE PHOTO****\*\*Can be taken at BLDG 124( MUSIC & VIDEO XPRESS in the Brickhouse) DSN 452-6195, COMM:06565-61-6195\*** |  |
| Additional Required Documents for Single, Married, Widowed, and/or Remarried Parents:\***Does not apply if applying parents are both listed on the birth certificate or if child/children have been adopted by accompanying Stepparent\**** Original Marriage Certificate (if applicable)
* Death Certificate of absent Parent (if applicable)
* Divorce Decree listing sole custody (if applicable)
* Original Notarized DS 3053 from absent parent (applies to joint custody cases or if one parent is absent)
* Original DS 5525 from applying parent (applies if absent parent cannot be located)
 |  |
| Passport Fee (MUST be a Money Order and you can get it from the Bank or Post Office) \*\*\*\*\*\*You will be turned away if you do not have your Money order\*\*\*\*\*\*\*\** INITIAL and RENEWAL Tourist Passport: $115 **Expedited service is not available overseas**
* INITIAL and RENEWAL Dependent No-Fee Passports: FREE

Make money order out **to U.S. Department of State** |  |
| No Appointments Requirements* MINOR CHILD/CHILDREN AND BOTH PARENTS LISTED ON BIRTH CERTIFICATE MUST BE PRESENT AT APPOINTMENT UNLESS ITEMS UNDER **“ADDITIONAL REQUIRED DOCUMENTS”** APPLIES.
* Email 52mss.dpmpsp@us.af.mil to schedule your appointment.
* Our walk-in hours are every Monday, Wednesday & Friday from 0800-1200 1300-1500
* Tuesday and Thursday BY APPOINTMENTS ONLY FOR CONSULATE REPORT OF BIRTH ABROAD OR FAMILIES 5 AND 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.
* PSC address can be used for your permanent address.
* An email address **MUST** be included (Government email address is preferred)
* You **MUST** indicate any passport that you already have on the application even if it is a 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 with the passport application but will be returned upon receipt of passport.
* Passport photo **MUST** accompany the application (Photos cannot be older than 6 months)
* Eyeglasses **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 overseas.
* You only need to print and bring in pages 5 & 6 of the passport application and **MUST** be single sided.
* **DO NOT SIGN YOUR APPLICATION UNTIL IN THE PRESENCE OF A PASSPORT AGENT !!**

\*The minor must be present. Both parents or guardians must appear with the minor. Minors under age 16 cannot apply for a passport without their parents.

**Both** parents/guardians **must** appear in person with the minor and **provide consent, authorizing passport issuance** to the minor. If one parent/guardian is unable to appear in person, then the DS-11 application must be accompanied by a signed, notarized *Form DS-3053: Statement of Consent*from the non-applying parent/guardian. If the minor only has one parent/guardian, evidence of sole authority to apply for the minor must be submitted with the application in the form of a:U.S. or foreign **birth certificate**, **Consular Report of Birth Abroad, or adoption decree**, listing **only** the applying parent **Court order granting sole legal custody to the applying parent** (unless child’s travel is restricted by that order), **Court order specifically permitting applying parent’s travel with the child, Judicial declaration** of incompetence of the non-applying parent, **Death certificate** of the non-applying parent (photocopies are not acceptable)-Only certified originals. **Power of Attorney must specifically authorize the absent parent to apply/renew a passport for the minor child.**

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)

Please print your applications before arriving to your appointment. Any missing documentation requires rescheduling a new appointment. **\*ALL APPLICATIONS MUST BE TYPED AND PRINTED ON 2 PAGES (NO FRONT/BACK COPIES)\***

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

**Current as of SEPTEMBER 2016**