

MUST BRING THIS CHECKLIST TO YOUR PASSPORT APPT!

Official Passport Checklist (Initial Issue and Renewals)

Processing/delivery time for official passports is approximately 4-6 weeks from the day the passport application reaches the Special Issuance Agency in the United States

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

THIS CHECKLIST IS FOR THE MAROON OFFICIAL PASSPORT ONLY

The following addresses need to be used for the **mailing address**, **NOT** your PSC address:

No-Fee Passport

**52 FSS/FSPMS/PASSPORT OFFICE
GEB 131 RM 103
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.

***Make sure to write in mother's maiden name.**

Do not write UNKNOWN for a parent unless they are not stated on your birth certificate*

➤ _____ Form DS 82 (COMPLETE ONLINE HOWEVER, SIGN AT APPT IN FRONT OF PASSPORT AGENT)

- ❖ Do you already have and can submit your most recent U.S. passport book of any kind?
- ❖ 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/Expired Passport **or**
- _____ Birth Certificate (www.vitalchek.com) **or**
- _____ Naturalization Certificate

MUST BE ORIGINALS OR CERTIFIED COPIES

➤ Tasking Letter signed by your commander//Orders for Civilians//Expedite must be signed by a **O6 OR ABOVE**

➤ _____ Letter must list countries IAW the Foreign Clearance Guide that requires an official passport

Photo ID (**We will make certified copies at our office**)

- _____ 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 over 6 months old.

DO NOT WEAR A WHITE SHIRT OR EYE GLASSES IN THE PHOTO

Can be taken at BLDG 126(MUSIC & VIDEO XPRESS) 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 **or**
- _____ **Original** Marriage Certificate or Divorce Decree **or**
- _____ **Original** Legal Name Change Document

No Appointment is Required

- Email 52mss.dpmpsp@us.af.mil for questions.
- 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
- Location is MPS - Bldg. 131, RM 103

Please print your applications before arriving to.

***ALL APPLICATIONS MUST BE TYPED AND PRINTED ON 2 PAGES (NO FRONT/BACK COPIES)**

*** DO NOT** CLICK ON PDF FILE-COMPLETE BY HAND.

Lost or stolen passport: Visit www.travel.state.gov. 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 if you are unable to have everything ready by your appointment date.

Current as of April 2015

OFFICIAL PASSPORT CHEAT SHEET

FIRST U.S. PASSPORT OF ANY KIND (Tourist or Official) OR ISSUED WHILE STILL A MINOR (15 and under)

- Typed Application (DS-11) Make sure parents information typed on the application matches what is on the birth certificate. Parent's birth dates **must** be included.
- Tasking Letter
- Original Birth Certificate or Naturalization Certificate
- Applicant Military ID
- Photo (must have been taken in the last 6 months)

ALREADY HAS A PASSPORT (Tourist or Official)

- Typed Application (DS-82) previously issued passport (official or tourist) number should be annotated on the application
 - Tasking Letter
 - **All** Previously issued passport
 - Applicant Military ID
 - Photo (must be taken in the last 6 months) Eye glasses are to be taken off for photo
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- If your name has changed from what is indicated on your Birth Certificate or previously issued passport then documentation showing the reason for the name change (example marriage license, divorcee decree)
 - If you have ever has a passport before and it has been lost or stolen make sure you also bring in a DS-64 (Lost or Stolen Passport form) If this form is submitted you must accompany it with the DS-11 application not the DS-64 (renewal).