**MUST BRING THIS CHECKLIST TO YOUR PASSPORT APPT!**

**Official Passport Checklist (Initial Issue and Renewals)**

Processing/delivery time for official passports is approximately 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/FSPS/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 resent 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](http://www.vitalchek.com)) if not in possession of a US passport ***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 and dates | |  | |
| 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/LIGHT COLORED SHIRT OR EYE GLASSES IN THE PHOTO**  **\*Can be taken at BLDG 124( MUSIC & VIDEO XPRESS in 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 ***or*** * **Original** Marriage Certificate or Divorce Decree ***or*** * **Original** Legal Name Change Document | |  | |
| No Appointment is Required   * Email [52mss.dpmpsp@us.af.mil](mailto: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 or families 5 and more. * 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**](http://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](mailto:52mss.dpmpsp@us.af.mil) if you are unable to have everything ready by your appointment date.

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

* The mailing address **MUST** be the address to the passport office.
* An email address **MUST** be included (Government email address is preferred)
* Parents information **MUST** be completed and match birth certificate. **ALWAYS USE MOTHERS MAIDEN NAME.**
* You **MUST** indicate any passport you already have on the application even if it’s an official/no fee passport
* 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 cannot be older than 6 months)
* 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**.
* 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 !!**

**Current as of September 2015**