

NO-FEE OR OFFICIAL PASSPORT APPLICATION CHECKLIST
- Renew an Expired or Expiring Passport

This checklist is *only* for the following circumstance; please make sure you are using the correct checklist:

- You are 16 years of age or older, *and*
- Already have a tourist or no-fee or official passport which was issued to you when you were 16 years of age or older, *and*
- You need to renew the no-fee or official passport because it's expired or expiring

Note:

- If the passport was issued to you when you were *under* 16 years of age, use this [checklist](#) instead
- If you need to renew a tourist passport (not a no-fee or official passport), click [here](#) instead

If you have any questions about this checklist, please call 226-2411.

NO	ACTION
1.	Obtain the following documents:
	1.1. One (1) copy of sponsor's PCS Orders or Letter of Employment to Misawa
	1.2. One (1) photocopy and the original proof of name <i>and</i> US citizenship, for example: <ul style="list-style-type: none"> • Previously issued, undamaged, and full valid US passport • Certified US Birth Certificate meeting the following requirements: <ul style="list-style-type: none"> ○ Issued by the City, Country, or State of birth ○ Lists bearer's full name, date of birth, and place of birth ○ Lists parents' full names ○ Lists date filed with registrar's office within one (1) year of birth ○ Lists registrar's signature ○ Includes embossed, impressed, or multicolored seal of registrar • Consular Report of Birth Abroad or Certification of Birth (for those born overseas) • Naturalization Certificate • Certificate of Citizenship • Marriage Certificate (if your name changed due to marriage) • Divorce Decree (if your name was changed due to divorce) • Court order for name change
	1.3. Two (2) photos <ul style="list-style-type: none"> • Obtain free from 35 FW/PA; bring your sponsor's orders as authorization otherwise 35 FW/PA may deny service • Ensure each photo meet the following requirements: <ul style="list-style-type: none"> ○ In color ○ 2x2 inches in size ○ Printed on thin, photo-quality paper ○ Taken within the past six (6) months, showing current appearance

	<ul style="list-style-type: none"> ○ Full face, front view with a plain white or off-white background ○ Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head ○ Taken in normal street attire (no uniforms, no headgear, no eyeglasses) ○ Medical or religious attire worn daily is acceptable and must be accompanied by a statement to that effect
	1.4. Expired or expiring official or no-fee passport, <i>if any</i>
	1.5. Current or expired tourist passport and one (1) photocopy of ID page, <i>if any</i> **NOTE: Tourist passport will be returned to applicant during appointment
	1.6. One (1) photocopy of front <i>and</i> back of ID/CAC card
	1.7. DS-82 – fill out online and print. Note: the website may say it’s a DS-11 application but based on your answers the print out will be a DS-82 form. The printout should have a bar code in the left-hand corner of the form.
	1.8. DD Form 1056 – fill out and print; do <i>not</i> print and fill out in writing. <ul style="list-style-type: none"> ● Fill out highlighted portions only, especially destination, date departed, and length of stay
2.	<p>Please make sure that you have all documents before setting up an appointment with the Passport Office.</p> <p>Set up an appointment with the Passport Office by e-mailing 35fss.passports.1@us.af.mil or calling 226-2411.</p> <p>Failure to bring all necessary documents will suspend your application and delay processing. No photocopies will be provided by the Passport Office or MPS.</p> <p>Note: for applicants <i>under</i> 16 years of age, both parents and applicant must be in attendance.</p> <ul style="list-style-type: none"> ● If one of the parents cannot attend and both parents are U.S. citizens, the attending parent must also bring a: <ol style="list-style-type: none"> 1) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services ● If one of the parents is a non-U.S. citizen and the U.S. citizen parent cannot attend, the non-U.S. citizen parent must also bring the following two (2) documents: <ol style="list-style-type: none"> 1) Completed and notarized Affidavit of physical presence or residence, parentage and support 2) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services

During the appointment, your documents will be reviewed and validated by the Passport Office.

- If documents are missing or incomplete, the application will be suspended and another appointment must be scheduled (see step 2 above)
- If documents are complete, the Passport Office will mail out your application

The Dept of State (DoS) will process the application. If approved, the application and passport will be mailed to the Passport Office.

The Passport Office will review the approved application and passport to ensure all documents were returned.

- If the package is missing any paperwork, the Passport Office will notify the DoS and secure the application and passport until DoS responds
- If the package is complete and the passport is correct, the Passport Office will notify you to pick up the passport

3. You can check the status of your application here:
<https://pptform.state.gov/PassportWizardMain.aspx>

4. When notified by the Passport Office, pick up the passport Mon-Fri between 1300-1500 hrs.