

## NO-FEE OR OFFICIAL PASSPORT APPLICATION CHECKLIST UNDER 16 YEAR OLD

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

- You are *under* 16 years of age *and...*
  - Have never had a passport of any kind, or
  - Already have a tourist passport and need a no-fee or official passport, or
  - Already have a no-fee passport and need an official passport, or
  - Already have an official passport and need a no-fee passport, or
  - Already have a no-fee of official passport but it has expired (renewal)
- You are 16 years of age or older *and...*
  - Have never had a passport of any kind, or
  - Already have another passport (tourist or otherwise) that was *issued when you were under 16 years of age*
    - If the passport was issued when you were 16 or older, use this [checklist](#) 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 original proof U.S. citizenship, for example: <ul style="list-style-type: none"> <li>• Previously issued, undamaged, and full valid US passport</li> <li>• Certified U.S. Birth Certificate to show parental relationship for children under 16 years old. The certificate must meet the following requirements:               <ul style="list-style-type: none"> <li>○ Issued by the City, Country, or State of birth</li> <li>○ Lists bearer's full name, date of birth, and place of birth</li> <li>○ Lists parents' full names</li> <li>○ Lists date filed with registrar's office within one (1) year of birth</li> <li>○ Lists registrar's signature</li> <li>○ Includes embossed, impressed, or multicolored seal of registrar</li> </ul> </li> <li>• Consular Report of Birth Abroad or Certification of Birth (for those born overseas)</li> <li>• Naturalization Certificate</li> <li>• Certificate of Citizenship</li> <li>• Marriage Certificate (if your name changed due to marriage)</li> <li>• Divorce Decree (if your name was changed due to divorce)</li> <li>• Court order for name change</li> </ul>
1.3.	Two (2) photos <ul style="list-style-type: none"> <li>• Obtain free from 35 FW/PA; bring your sponsor's orders as authorization otherwise 35 FW/PA may deny service</li> <li>• Ensure each photo meet the following requirements:               <ul style="list-style-type: none"> <li>○ In color</li> <li>○ 2x2 inches in size</li> <li>○ Printed on thin, photo-quality paper</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Taken within the past six (6) months, showing current appearance</li> <li>○ Full face, front view with a plain white or off-white background</li> <li>○ Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head</li> <li>○ Taken in normal street attire (no uniforms, no headgear, no eyeglasses)</li> <li>○ Medical or religious attire worn daily is acceptable and must be accompanied by a statement to that effect</li> </ul>
	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 the applicant during appointment
	1.6. One (1) photocopy of front and back of ID/CAC card
	1.7. <a href="#">DS-11</a> – fill out online and print. The printout should have a <b>bar code in the left-hand corner of the form</b> . Follow instructions on the website.
	1.8. For infant applicants without a social security number: <a href="#">Affidavit for Child's SSN</a>
2.	<p><b>Please make sure that you have all documents before setting up an appointment with the Passport Office.</b></p> <p>Set up an appointment with the Passport Office by e-mailing <a href="mailto:35fss.passports.1@us.af.mil">35fss.passports.1@us.af.mil</a> or calling 226-2411.</p> <p><b>Failure to bring all necessary documents will suspend your application and delay processing. No photocopies will be provided by the Passport Office or MPS.</b></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"> <li>• If one of the parents cannot attend and both parents are U.S. citizens, the attending parent must also bring a: <ul style="list-style-type: none"> <li>1) Completed and notarized <a href="#">Form DS-3053, Statement of Consent</a> Note: 35 FW/JA provides notary services</li> </ul> </li> <li>• 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: <ul style="list-style-type: none"> <li>1) Completed and notarized <a href="#">Affidavit of physical presence or residence, parentage and support</a></li> <li>2) Completed and notarized <a href="#">Form DS-3053, Statement of Consent</a> Note: 35 FW/JA provides notary services</li> </ul> </li> </ul>
	<p>During the appointment, your documents will be reviewed and validated by the Passport Office.</p> <ul style="list-style-type: none"> <li>• If documents are missing or incomplete, the application will be suspended and another appointment must be scheduled (see step 2 above)</li> <li>• If documents are complete, the Passport Office will mail out your application</li> </ul> <p>The Dept of State (DoS) will process the application. If approved, the application and passport will be mailed to the Passport Office.</p>

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.