YOU MUST HAVE ALL REQUIRED DOCUMENTATION ON HAND INCLUDING COPIES OF DOCUMENTS.

Mailing Address:

35 FSS/FSMPS
Unit 5019
APO, AP 96319-5019

1 ***Complete the passport application (DS-11)***
Go to *https://pptform.state.gov/* and click on "Complete Online and Print." Use the mailing address above when filling out the application. Bring the completed application with you to MPS. **Please do not sign the application until you are in front of the Passport Agent at MPS.** Print your application on separate pages, we do not accept any double-sided documents. You cannot expedite from an overseas location. *Please ensure you read all information regarding passport processing and your situation.

2 ***Print one passport photo***
The photo must be 2x2 with a white background. You cannot be in military uniform or be wearing glasses.
The Print Shop, located in the Torii Building Room 1435, is recommended. Appointments are required, visit *https://35fss.com/print-shop* to schedule.

The photo MUST be taken within six months and cannot match your no-fee passport.

3 ***Make a copy of your military and/or dependent ID card*** *(front and back, same page)*
Copies of both parents' ID cards are required for applicants ages 16 and under. ***Child and both parents must be at the appointment.***

4 ***Original and copy of proof of U.S. Citizenship***
Copies must be single sided. For example, an original birth certificate or original naturalization certificate with a raised seal or embossed ink.

Passport Office

Email: 35fss.passports.1@us.af.mil

Phone: DSN 315-226-2411

5 ***Mailing envelopes***
Please bring one priority mailing envelope (NOT priority express). Please leave envelope blank. We will address the envelope at your appointment.

6 ***All previous issued passports (if still in your possession)***
Please bring your previous passport books (no fee and/or tourist) to your appointment.

7 ***Parent Identification***
If either parent cannot be present, the original notarized ***DS-3053*** form and a photocopy of the non-applying parent's ID card *(front and back)* are required.

8 ***Original and copy of marriage or divorce decree***
Include these documents (if name is different from birth certificate).

9 ***Advanced payment required***

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Please bring payment in the form of a check (certified, cashier's, or traveler's-NOT personal), money order or bank draft. Payment must be made to U.S. Department of State. Please provide separate forms of payment for each applicant. DO NOT combine payments. Under 16 = $115 | 16 and over = $145

YOU MUST HAVE ALL REQUIRED DOCUMENTATION ON HAND INCLUDING COPIES OF DOCUMENTS.

Please refer to this checklist if you are over the age of 16 and are renewing your tourist passport or if you are over the age of 16 and have a no-fee passport but have never had a tourist passport.

1 Complete the passport application (form DS-82)

Go to https://pptform.state.gov/ and click on "Complete Online and Print." You must complete the online version of the application and print the application once it is complete. Use the mailing address below when filling out the application. Print your application on separate pages, we do not accept any double-sided documents. You cannot expedite from an overseas location.

**Please ensure you read all information regarding passport processing and your situation.*

Mailing Address:

35 FSS/FSMPS
Unit 5019
APO, AP 96319-5019

2 Print one passport photo

The photo must be 2x2 with a white background. You cannot be in military uniform or be wearing glasses.

The Print Shop, located in the Torii Building Room 1435, is recommended. Appointments are required, visit *https://35fss.com/print-shop* to schedule.

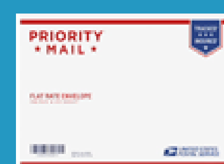
The photo MUST be taken within six months and cannot match your no-fee passport.

3 Make a copy of your military and/or dependent ID card

(front and back, same page)

4 Mailing envelopes

Please bring one priority mailing envelope (NOT priority express). Please leave envelope blank.



We will address the envelope at your appointment.

Passport Office

Email: 35fss.passports.1@us.af.mil

Phone: DSN 315-226-2411

5 All previous issued passports (if still in your possession)

Please bring your previous passport books (no fee and/or tourist) to your appointment.

Note: If your most recent passport was issued within the last 15 years and you were age 16 or over, complete form DS-82. Otherwise, complete form DS-11.

6 Original and copy (copy must be single-sided) of marriage certificate or divorce decree

FOR NAME CHANGE ONLY: If your passport was issued within one year of marriage you will need to complete a **DS-5504** form and there will be no additional fee.

7 Advance payment required

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Please bring payment in the form of a check (certified, cashier's, or traveler's-NOT personal), money order or bank draft. Payment must be made to **U.S. Department of State**. Please provide separate forms of payment for each applicant. DO NOT combine payments. **Amount: $110**