

# NO-FEE OR OFFICIAL PASSPORT APPLICATION CHECKLIST

## - Initial Passport

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

- **You are under 16 years of age**  
or
- **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 or over 15 years ago**
- 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.	<p>Obtain the following documents:</p> <hr/> <p>1.1. One (1) copy of sponsor's PCS Orders or Letter of Employment to Misawa or TDY/Deployment Orders or copy of Command Sponsorship Letter (for children not on orders but born in Misawa and command sponsored.)</p> <hr/> <p>1.2. One (1) photocopy and the original proof of name and US citizenship, for example:</p> <ul style="list-style-type: none"> <li>• Previously issued, undamaged, and full valid US passport</li> <li>• Certified US Birth Certificate meeting the following requirements: NOTE: birth certificate/CRBA must be submitted for children under age 16 to prove parental relationship               <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> <hr/> <p>1.3. Two (2) photos</p> <ul style="list-style-type: none"> <li>• Obtain free from Public Affairs (PA), Bldg. 507, Room 133, DSN: 315-226-3075; walk-ins every Friday ONLY, from 0930-1530. Bring Sponsor's orders and/or command sponsorship letter as authorization, otherwise 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> <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, <b>no eyeglasses</b>)</li> <li>◦ Medical or religious attire worn daily is acceptable and must be accompanied by a statement to that effect</li> </ul> </li> </ul>

NO	ACTION
	<p>1.4. All previous issued U.S passports, if still in your possession  <b>**NOTE: If you have a tourist passport, we will take a photocopy of it at your appointment to submit with application</b></p> <p>1.5. One (1) photocopy of front and back of ID/CAC card (for children under 16, please submit copies of both parents IDs)</p> <p>1.6. DS-11 – fill out online at <a href="http://pptform.state.gov">pptform.state.gov</a> and print. The printout should have a bar code in the left-hand corner of the form. Follow instructions on the website.</p> <p>1.7. <a href="#">DD Form 1056</a> – fill out Sections 1, 3, 4, 5, 6, 7, 8a. and 8b. (if applicable), 9, 10, and 13.</p> <p>1.8. The customer will fill out the affidavit form for child’s SSN at appointment</p>
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 under 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</a>, Statement of Consent</li> </ul> </li> </ul> <p>Note: 35 FW/JA provides notary services</p>
	<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> <p>The Passport Office will review the approved application and passport to ensure all documents were returned.</p> <ul style="list-style-type: none"> <li>• If the package is missing any paperwork, the Passport Office will notify the DoS and secure the application and passport until DoS responds</li> <li>• If the package is complete and the passport is correct, the Passport Office will notify you to pick up the passport</li> </ul>
3.	<p>You can check the status of your application here:  <a href="https://pptform.state.gov/PassportWizardMain.aspx">https://pptform.state.gov/PassportWizardMain.aspx</a></p>
4.	<p>When notified by the Passport Office, pick up the passport Mon-Fri between 1–3 p.m.</p>