

# 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.

ACTION	
	Obtain the following documents:
1.	<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>
	<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 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> <p>*if child has CRBA, please submit CBRA + one (1) original document below:</p> <ul style="list-style-type: none"> <li>• "Report of Birth", issued from the Base Hospital. (if the child born on base hospital)</li> <li>• "The Japanese report of birth 出生証明書", issued from the Japanese City office.(if the child was born off base hospital) OR The document "Family Register 戸籍謄本", issued from the City Office. Both are acceptable.</li> <li>• Foreign Birth Certificate</li> </ul>
	<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            **NOTE: If you have a tourist passport, we will take a photocopy of it at your appointment to submit with application</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:               <ol style="list-style-type: none"> <li>1) Completed and notarized <a href="#">Form DS-3053</a>, Statement of Consent</li> </ol>               Note: 35 FW/JA provides notary services             </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> <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 <b>9 a.m–3 p.m.</b></p>