

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



Mailing Address:

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



PASSPORT CHECKLIST

INITIAL, CHILDREN AGES 16 & UNDER, DAMAGED OR LOST PASSPORTS

Passport Office

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

Phone: DSN 315-226-2411

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.

*if child has Consular Report of Birth (CRBA), you must also submit original foreign birth certificate or report of birth from base hospital.

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

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 = \$135 | 16 and over = \$165**