

**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.



**Passport Office**  
Email: 35fss.passports.1@us.af.mil  
Phone: DSN 315-226-2411

**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.



**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: \$130**