OFFICIAL PASSPORT CHECKLIST

100 FSS/Passport Office
Mon-Thurs 0830-1500 Walk-In For Passport Pick-Ups
Appointments only:
Book Appointment: https://rafmildenhallpassports.setmore.com/
Closed every Friday for processing
CLOSED:Second Thurs of the month, USAFE Family Days, US Federal Holidays, and Goal Days
100fss.passport@us.af.mil / DSN: 238-2222/5440 / COMM: 01638 54 2222

Purpose of the official passport: The official passport can only be obtained if a member is traveling to a country that requires the official passport and/or visa upon entry. This passport CANNOT be used for leisure travel. It can only be used for official travel purposes (deployments, TDY, etc.)

*(Passport processing will take **APPROXIMATELY 12 weeks** from Mail Out Date)* NOTE: APPLICATIONS MUST BE PRINTED ON 8 1/2 X 11 PAPER

Initial Official Passport or Replacement/Renewal of Lost Official Passport:

Items Required:
- DS-11 Application Form (application **MUST** be filled in online/ link on second page)
- (2) Two Passport Photos Size 2x2

  (Locations: Bob Hope Center, Public Affairs; No Glasses in photos ,must be taken within the last 6 months)
  - Copy of Photo ID (front and back of military ID)
  - Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate
       (Original **MUST** be mailed off will application)
  - If passport was lost, a DS-64 will need to be completed and submitted with the application
       (https://eforms.state.gov/Forms/ds64.pdf)
- **Military**: CED/VOCO/DTS Orders. *When orders are not available the following waiver options can be used:*
  - 1. Memo in Lieu of Orders (MILO)   2. Deployment/Movement Memo   3. Passport Waiver/SIA Waiver Memo
       SOW- AFSOC Waivers should only be used in addition to the following waiver options

- **Civilians**: Employment Verification Letter from Senior Civilian Lead

Initial Official Passport but holds Tourist Passport or Renewal of Official Passport:

Items Required:
- DS-82 application form (application **MUST** be filled in online/link on second page)
- (2) Two Passport Photos Size 2x2
  (Locations: Bob Hope Center, Public Affairs; No Glasses in photos ,must be taken within the last 6 months)
- Copy of Photo ID (front and back of military ID)
- Expiring/ Expired Official Passport (official passport **MUST** be mailed with application form)
- Copy of Tourist Passport
- **Military:** CED/VOCO/DTS Orders. *When orders are not available the following waiver options can be used:*
  - 1. Memo in Lieu of Orders (MILO)   2. Deployment/Movement Memo   3. Passport Waiver/SIA Waiver Memo
       SOW- AFSOC Waivers should only be used in addition to the following waiver options
- **Civilians:** Employment Verification Letter from Senior Civilian Lead

For Children of Civilian Sponsors Age 15 and Under

Initial Official Passport /Initial Official but Holds Tourist Passport / Renewal of Official:

Items Required:
- DS11 application form (application **MUST** be filled in online/ link on second page)
- (2) Two Passport Photos Size 2x2 (Locations: Bob Hope Center, Public Affairs; No Glasses in photos ,must be taken within the last 6 months)
- Progression photos: Only if child's passport was issued under 5 years old
       (1 per year from when original passport was issued, will be sent with application)
  - Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate

    (copy will be accepted for renewals only)
  - Copy of Parents' Photo ID (front and back of military ID)
  - Copy of Tourist (if applicable)
  - Expiring/Expired Official Passport (Official passport **MUST** be mail with application form)
  - **Copy of Sponsor's Employment Verification letter from Senior Civilian Lead**
  - Original court order (sole custody), death certificate, or notarized DS 3053 from absent
    parent including a notarized photocopy of their ID (if applicable)

Both parents and child need to be present at the appointment. If only one parent can attend the appointment, a notarized DS-3053 and notarized copy of photo ID are required from absent parent. (Link: https://eforms.state.gov/Forms/ds3053.pdf)

OFFICIAL PASSPORT
ONLINE APPLICATION GUIDANCE

Link: https://pptform.state.gov/?AspxAutoDetectCookieSupport=1

1. Click the box next to: "I have read the Privacy Act..."/ Click "SUBMIT"
2. Click "SUBMIT" under Complete Online & Print.
3. Complete the questionnaire. The correct form will populate at the end with a 2D bar code on the left had side.

First Screen: Enter applicant personal information

Second Screen: Mailing address must be entered *EXACTLY* as follows:

> Street Address: ***100 FSS/FSMPS PASSPORT OFFICE***
> Street Address 2: ***Unit 4702***
> City: ***APO***
> Country: ***UNITED STATES***
> Zip: ***09459***

(Note: After listing this mailing address, you must list a personal permanent address, this will be your home of record or your UK address.)
Use your Government email address if one is assigned to you, as this will make it easier for the DOS to contact you if they run into issues with your application

Third Screen: Enter dates of upcoming travel (MUST BE COMPLETED)
- Start/ End Dates: DEPARTURE DATE AND APPROXIMATE END DATE
- Countries: MUST MATCH LOCATION ON UDM MFR

Fourth Screen: Emergency Contact Information (Someone not traveling with you)

*Emergency Contact Information must be filled in or application will not be accepted at our

facility

Fifth Screen: Enter your most recent passport information (if applicable)

- Enter Tourist or No Fee Passport Information

Sixth Screen: Applicant must enter all parental information as it appears on their birth certificate (if applicable) - Only put unknown if one parent is not on the applicant's birth certificate

Seventh Screen: Enter other names used (if applicable)
*****Follow the next screens until you are able to create the application and print*****

STOP: DO NOT SIGN YOUR APPLICATION!
ALL APPLICANTS MUST SIGN IN FRONT OF THE PASSPORT AGENT.

Please Note: **We will not hold on to any documents or complete any forms online for the member. Failure to provide all required documents and correctly filled out forms will result in the appointment being rescheduled for a later date.**

THERE IS NO EXPEDITE SERVICE OVERSEAS.