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# NO-FEE PASSPORT CHECKLIST

## 48 FSS/Passport Office Hours of Operation:

Monday-Friday 0830-1030 **APPOINTMENT ONLY** (Email/Call to Schedule)

**CLOSED: Third Wednesday of the month, USAFE Family Days, US Federal Holidays, and Goal Days**  
**48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210**

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*Purpose of No-Fee Passport:* The no-fee passport can only be obtained if dependents are on orders or command sponsored and are stationed overseas. This passport CANNOT be used for leisure travel. It can only be used when entering the country, the member is stationed at. If the member requires a visa, it will also be placed in the no-fee passport.

(No-Fee passport processing will take **APPROXIMATELY 8 weeks from Mail Out Date**)

**NOTE: APPLICATIONS MUST BE PRINTED SINGLE SIDED ON 8 1/2 X 11 PAPER**

**AND FOR ITEMS THAT WE CAN SEND A PHOTOCOPY OF, PLEASE STILL BRING THE ORIGINAL TO THE APPOINTMENT FOR VERIFICATION**

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### For Members Age 16 and Over

#### Initial No-Fee Passport / First Adult Passport / Replacement of Lost, Stolen, or Damaged No-Fee Passport:

Items Required:

- **DS-11** Application Form \*Must use the **FORM FILLER** version\*(**application MUST be filled in Online/ link & guidance on next page**)
- (1) ONE Passport Photo Size 2x2 (Kodak Store in BX - No Military Uniform (Incl. Undershirt) or Glasses - taken the last 6 months)
- Copy of Photo ID (front and back - Military ID); (Applicants age 16-17: include copy of parent's ID)
- Copy of ALL valid Regular/Tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (Original **MUST** be mailed off with application)
- Original US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate (Original **MUST** be mailed with application)
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application Link:<https://eforms.state.gov/Forms/ds64.pdf>

#### Initial No-Fee Passport but holds Tourist/Renewal of No-Fee Passport/Name change of fully valid Passport:

Items Required:

- **DS-82** application form \*Must use the **FORM FILLER** version\*(**application MUST be filled in Online/ link & guidance on next page**)
- (1) ONE Passport Photo Size 2x2 (Kodak Store in BX - No Military Uniform (Incl. Undershirt) or Glasses - taken within the last 6 months)
- Copy of Photo ID (front and back - Military ID)
- Copy of ALL valid Regular/Tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (Original **MUST** be mailed off with application)
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original Marriage Certificate or Court Order (if applicant is changing their name)

### For Children Age 15 and Under

#### Initial No-Fee Passport / Initial No-Fee but Holds Tourist Passport / Renewal of No-Fee/ Replacement of Lost, Stolen, or Damaged Passport:

Items Required:

- **DS-11** Application Form \*Must use the **FORM FILLER** version\* (**application MUST be filled in Online/ link & guidance on next page**)
- (1) ONE Passport Photo Size 2x2 (Kodak Store in BX - No Glasses - taken the last 6 months)
- Copy of Parents' Photo ID (front and back - Military IDs)
- Copy of ALL valid Regular/Tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (Original **MUST** be mailed off with application)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (copy will be accepted for renewals only)
- Progression photos: \*If passport was issued under 5y/o. One (1) photo per year from the date of the most recent passport
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent—including a photocopy of their ID (if applicable)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application Link:<https://eforms.state.gov/Forms/ds64.pdf>

**Both parents and child need to be present at the appointment. If one parent cannot attend the appointment with the other parent and child, an original notarized DS-3053 and copy of photo ID are required from absent parent.** (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

(Note: each application will require their own DS-3053 and ID copy)

# **NO-FEE PASSPORT ONLINE APPLICATION GUIDANCE**

Link: <https://pptform.state.gov/>

1. Go to <https://pptform.state.gov/> to fill out your application form
2. Check the box to consent "I have read the Privacy..."/ Click "SUBMIT"
3. Click "SUBMIT" under the "Fill Out Online & Print" section
4. 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 then click "Next"

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

Mailing Address Line 1: ***RAF LAKENHEATH PASSPORT OFFICE***

Address Line 2: ***BLDG 977 FIRST FLOOR***

City: ***BRANDON SUFFOLK***

Country: ***UNITED KINGDOM***

Zip: ***IP27 9PN***

*(Note: After listing this mailing address, you may list a personal permanent address, this can be your home of record or your UK address.)*

**Third Screen:** Enter dates of upcoming travel (**MUST BE COMPLETED**)

- Start Date: 2 months from the day of your appointment
- End Date: DEROS
- Countries: United Kingdom or Country Sponsor is PCSing to

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

**Fifth Screen:** Enter your MOST RECENT passport information (if applicable)

- Enter MOST RECENT Tourist or No-Fee Passport Information

**Sixth Screen (For DS-11):** Applicant must enter all parental information as it appears on their birth certificate.  
Only put unknown if one parent is not on the applicant's birth certificate.

**Complete Remaining Prompts** - \*\*\*Follow the next screens until you are able to create the application and print\*\*\*

- When the site lists prices, select the "Passport Book" option and continue.

YOU WILL NOT HAVE TO PAY FOR A NO-FEE PASSPORT. .

**ALL APPLICATIONS MUST BE PRINTED SINGLE SIDED ON 8 1/2 X 11 PAPER.**

**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/print any Online forms for the applicant. Failure to provide all required documents and correctly filled out forms will result in appointment being rescheduled for a later date.