

TOURIST PASSPORT CHECKLIST

48 FSS/Passport Office Hours of Operation:

Monday-Friday 0830-1030 APPOINTMENT ONLY (Email 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

Purpose of the Tourist Passport: The tourist passport is for leisure travel only. Members that want to travel while overseas will use this passport to leave and enter countries. This passport CANNOT be used for official travel.

(Tourist passport processing will take APPROXIMATELY 6-8 weeks from Mail Out Date; processing cannot be expedited overseas)

NOTE: APPLICATION 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

For Members Age 16 and Over

Initial Tourist Passport / First Adult Passport / Replacement of Lost, Stolen, or Damaged Tourist Passport:

Items Required:

- **DS-11** Application Form *Must use the **FORM FILLER version***(application **MUST** be filled in Online/ link & guidance on next page)
- Money Order: \$165 made to "**US Department of State**" (one money order per person)
- (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); (*Applicants age 16-17: include copy of parent's ID*)
- Copy of ALL valid No-fee/Official passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired Regular tourist passport
- Original US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate (**Original MUST be mailed with application**)
- 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>
- Priority Mail Envelope (US Post Office/One (1) per family) with postage paid OR 15 postage stamps to: *National Passport Processing
PO BOX 90118
Philadelphia PA, 19190-0118*

Initial Tourist Passport but holds Official/No-Fee Passport/Renewal of Tourist 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)
- Money Order for \$130 made to "**US Department of State**" (one money order per person)
- (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 No-fee/Official passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired Regular Tourist Passport
- Original Marriage Certificate or Court name change documents (if Name Change) *National Passport Processing
PO BOX 90118
Philadelphia PA, 19190-0118*
- Priority Mail Envelope (US Post Office/1x per family) with postage paid OR 15 postage stamps to: *Philadelphia PA, 19190-0118*

For Children Age 15 and Under

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

Items Required:

- **DS11** application form *must use the **FORM FILLER version***(application **MUST** be filled in Online/ link & guidance on second page)
- Money Order: for \$135 made to "**US Department of State**" (one money order per person)
- (1) One Passport Photo Size 2x2 (Kodak Store in BX - No Glasses - taken within the last 6 months)
- Copy of Parents' Photo ID (front and back - Military IDs)
- Copy of ALL valid No-fee/Official passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired Regular tourist passport
- 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
- 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>
- Priority Mail Envelope (US Post Office/1x per family) with postage paid OR 15 postage stamps to: *National Passport Processing
PO BOX 90118
Philadelphia PA, 19190-0118*

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

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

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TOURIST PASSPORT ONLINE APPLICATION GUIDANCE

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

1. Go to <https://pptform.state.gov/> to fill out your application form
2. Check to box to consent "I have read the Privacy..."/ Click "SUBMIT"
3. Click "SUBMIT" under "Fill Out Online & Print" section.
4. Complete the questionnaire. The correct form will populate at the end with a 2D barcode on the upper lefthand side.

First Screen: Enter applicant personal information

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

Mailing Address Line 1: **48 FSS / PASSPORT OFFICE**

Address Line 2: **UNIT 5187**

City: **APO**

State: **AE**

Zip code: **09461-5187**

*(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 (if applicable)

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 (if applicable). Only put unknown if one parent is not on the applicant's birth certificate.

Continue Completing Remaining Prompts:

*Please select desired book and/or Card for the Price. Requesting a passport card will be an additional cost than listed on page 1. If requesting this additional service, you will be required to bring a money order for the **full fee** (fee + execution fee).

****Processing cannot be expedited overseas****

On the final screen please create and print application

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 any forms online for the member. Failure to provide all required documents and correctly filled out forms will result in appointment being rescheduled for a later date.