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# CORRECTION TO PASSPORT/ UPDATING EMERGENCY PASSPORT CHECKLIST



48 FSS/Passport Office Hours of Operation: Monday-Friday 0800-1500  
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 /  
www.lakenheathfss.com/military-personnel-section

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*Purpose of this action:* If you were recently issued a passport that had incorrect information on the data page (spelling error, incorrect date of birth, etc.) or if you are updating an emergency passport to a fully valid passport (only accepted within 1 year of issue), you may submit a DS-5504 application to have the passport book amended/updated.

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

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

## **Correction to Tourist Passport:**

Items Required:

- DS-5504 Application Form (**application MUST be filled in online/ link & guidance on second page**)
- (1) One Passport Photo Size 2x2. (Kodak Store in BX - No Military Uniform or Glasses - taken within the last 6 months)
- Incorrect Tourist passport
- Copy of Photo ID (front and back - Military ID); (Applicants age 15 and under include copy of signing parent's ID)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (if applicable to show correct information)
- Original Marriage Certificate/Divorce Decree (if applicable to show correct information)

***For Members 15 and Under:*** Only one parent and child need to be present at the appointment.

## **Correction to No-Fee or Official Passport:**

Items Required:

- DS-5504 Application Form (application MUST be filled in online/ link & guidance on second page)
- (1) One Passport Photo Size 2x2. (Kodak Store in BX - No Military Uniform or Glasses - taken within the last 6 months)
- Incorrect No-Fee/Official Passport
- Copy of Photo ID (front and back - Military ID); (Applicants age 15 and under include copy of signing parent's ID)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (if applicable to show correct information)
- Copy of PCS orders-Approved Command Sponsorship Memo, Employment Verification memo that you submitted for the original passport

***For Members 15 and Under:*** Only one parent and child need to be present at the appointment.

## **Update Emergency Passport:**

Items Required:

- DS-5504 Application Form (application MUST be filled in online/ link & guidance on second page)
- (1) One Passport Photo Size 2x2. (Kodak Store in BX - No Military Uniform or Glasses - taken within the last 6 months)
- Emergency passport
- Copy of Photo ID (front and back - Military ID); (Applicants age 15 and under include copy of signing parent's ID)

***For Members 15 and Under:*** Only one parent and child need to be present at the appointment.

(NOTE: IF INFORMATION IS NOT CORRECTED WITHIN (1) ONE YEAR OF ISSUANCE, YOU WILL HAVE TO REAPPLY FOR YOUR PASSPORT TO HAVE THE INFORMATION CHANGED AND PAY ALL APPLICABLE APPLICATION FEES.)

# **CORRECTION TO PASSPORTS & UPDATING EMERGENCY**

## **PASSPORTS ONLINE APPLICATION GUIDANCE**

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

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:

### **FOR TOURIST/EMERGENCY PASSPORTS, ENTER:**

Street Address: **48 FSS/PASSPORT OFFICE**  
Street Address 2: **Unit 5187**  
City: **APO**  
Country: **United States**  
State: **AE**  
Zip: **09461-5187**

### **FOR NO-FEE/ OFFICIAL PASSPORTS, ENTER:**

Street Address: **RAF LAKENHEATH PASSPORT OFFICE**  
Street Address 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 (if applicable)

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

**Fifth Screen:** Enter your most recent passport information

- Enter incorrect passport information or emergency passport information

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

**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 the appointment being rescheduled for a later date.**