

OFFICIAL PASSPORT CHECKLIST

****APPOINTMENT ONLY****

(book through website below)

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-flight/



The official passport can only be obtained if a member is traveling to a country that requires the official passport upon entry. This passport CANNOT be used for leisure travel. It can only be used for official travel purposes (deployments, TDY, etc.) Sufficient documentation must be provided for the passport to be issued.

(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

For Members Age 16 and Over

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

Items Required:

- **DS-11** application form ***must use the FORM FILLER version*** (application **MUST** be filled in Online using guidance on second 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 Military ID (front and back - bring original); (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)
- **MILITARY: Orders or Approved Memorandum in Lieu of Orders** (MILO must follow DET template)
 - All orders/ MILO's must specifically list a country/countries that require an Official Passport per the Foreign Clearance Guide.
- **CIVILIAN: Orders and Employment Verification Letter from MyBiz+ or Senior Civilian lead**

Initial Official Passport but holds Tourist / Renewal of Official 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 using guidance on second 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 Military ID (front and back - bring original)
- 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 Marriage Certificate or Court Order (if applicant is changing their name)
- **MILITARY: Orders or Approved Memorandum in Lieu of Orders** (MILO must follow DET template)
 - All orders/ MILO's must specifically list a country/countries that require an Official Passport per the Foreign Clearance Guide.
- **CIVILIAN: Orders and Employment Verification Letter from MyBiz+ or Senior Civilian lead**

For Children of Civilian Sponsors Age 15 and Under

Initial Official Passport / Initial Official but Holds Tourist / Renewal of Official / Replacement of Lost, Stolen, Damaged Passport:

Items Required:

- **DS-11** application form ***must use the FORM FILLER version*** (application **MUST** be filled in Online using guidance on second page)
- (1) ONE Passport Photo Size 2x2 (Kodak Store in BX - No Glasses - taken the last 6 months)
- Copy of Parent's Military ID (front and back - bring original)
- 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 may be accepted for renewals only)
- Progression photos: *If passport was issued when child was under 5y/o. One (1) photo per year from the date of the most recent passport
- **MILITARY: Orders with Approved Command Sponsorship Memo** (CSP memo required if dependent is not listed on original orders)
 - All orders must specifically list a country/countries that require an Official Passport per the Foreign Clearance Guide.
- **CIVILIAN: Orders and Employment Verification Letter from MyBiz+ or Senior Civilian lead** (dependent must be listed on orders)
- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent—including a photocopy of their ID* see below
- 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, 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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OFFICIAL 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 :Fill Out Online & Print".
4. Complete the questionnaire. The correct form will populate at the end with a 2D bar code on the upper left hand side.

Fist Screen: Enter applicants 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/ End Dates: DEPARTURE DATE AND APPROXIMATE END DATE
- Countries: MUST MATCH LOCATION ON UDM MFR

[DoD Civilians, without an upcoming TDY, will list the UK as "location" and their DEROs (or 5 years out, if indefinite) for the end date]

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: 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.

When the site lists prices, just select the "Passport Book" option and continue on, you will NOT have to pay for an Official Passport

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.