

OFFICIAL/NO-FEE PASSPORT INFORMATION SHEET

1. **Foreign Clearance Guide (FCG):** <https://passportmatters.army.mil/Requirements/Visas.aspx>

Prior to starting any Passport Application, refer to the FCG to verify that an Official Passport is required. Application to countries that only require ID card and Orders will be denied.

2. **U.S. PASSPORT APPLICATION FORM:** <http://pptform.state.gov> travel.state.gov for other passport information

Handwritten forms will NOT be accepted. DO NOT sign the form until in front of the agent

From the homepage

- Read and acknowledge the Privacy and Computer Fraud and Abuse Notices and Disclaimers, check mark the box, then select "Submit"
- Look for the column "Fill Out Online and Print" and select "Submit"

Complete all fields to the best of your ability. All fields marked with a red asterisk are required, If applicant has a middle name please fill that in. **DO NOT** place a country of travel on your passport form. ****DO NOT SPECIFY PREFIXES; i.e. Mr., Mrs., Ms., Miss.**

Mailing/Permanent address: 3515 S. Fifth Street, Tucson, AZ 85707

Newborns will not have SSN please put 000-00-000 on application.

A fee will appear at the end of the application, select Passport Book and click Next (you will not be charged)

Scroll down and select "I have read and acknowledge the steps contained above" with a check mark box.

Directly below the box select "Create Form" Review application, then **print pages 5 & 6 only**

(Print form on SINGLE-SIDED PAPER, double-sided will not be accepted)

ALL APPLICANTS MUST BE PRESENT AT THE TIME OF THE TRANSACTION APPOINTMENT - NO EXCEPTIONS.

3. **ITEMS REQUIRED TO APPLY FOR A PASSPORT:**

A.) **PASSPORT APPLICATION:**

DS-11 "Application for US Passport" required if applying for a passport for the first time or anyone 15 years of age or younger renewing their current Official passport

DS-82 "Application for a US Passport By Mail" required if renewing an **ANY** passport (**TOURIST OR OFFICIAL**) (passport had to be issued after the age of 16)

DS-5504 "Name Change, Data Correction, and Limited Passport Book Replacement Form" For name changes - Original Marriage Certificate, Divorce Decree or official court documents are required

B.) **PHOTOCOPY OF MILITARY ID:**

Per Department of State guidance-**Photocopy** of military ID card both Front & Back is required. One copy per applicant.

- 1.) If applicant is under 16, photocopies of **both** parents ID card are required in lieu of child's ID card

C.) **PICTURES:** 2 recent passport (2"x2") photos. Photos must be taken within the last 6 months. Photos cannot be taken in military uniform including military under shirts. Customers must have their photo taken and printed prior to their appointment. Reimbursement for passport photos can be added to a DTS voucher under other expenses if taken off base. Photos can be taken at Public Affairs Walk-in only Monday: 1000-1200 Wednesday: 1300-1500(Must have orders present)

D.) **MARRIAGE CERTIFICATE:** No Fee passports for SPOUSES Application and/or if your last name has changed.

E.) **PROOF OF CITIZENSHIP:**

CHILDREN (15 AND YOUNGER) – Original or Certified Copy of Birth Certificate. **BOTH PARENTS and CHILDREN MUST BE PRESENT** or provide a notarized DS-3053 “Statement Of Consent Or Special Circumstances: Issuance Of A Passport To A Minor Under Age 15” along with a copy of the absent parents ID front & back

*******Copy of tourist passport (please bring passport book to verify)**

ADULTS – Original or Certified Copy of Birth Certificate/ Original Naturalization Certificate or Citizenship Certificate/ *If neither of the aforementioned documents are plausible, Tourist Passport (Current or Expired, within 10 years of issuance) may be accepted.

****All supporting documents will be returned.**

If you do not have an original birth certificate you can get one online at www.vitalchek.com

F.) **ORDERS:**

- **[MEMBER ONLY]** Provide a copy of PCS/TAD/TDY orders **TO A COUNTRY THAT REQUIRES AN OFFICIAL PASSPORT** (Military, DOD, Contractors and DODEA for the applying **MEMBER**) PER the Electronic Foreign Clearance Guide (FCG); If deployment orders are unavailable your **UDM** can provide you with a “MILO” (memo in lieu of orders).

- **Eligible Dependents MUST be listed on PCS Orders (AF Form 899) indicating Command Sponsorship and medically cleared for travel.**

G.) **EXPEDITE MFRs:** PER Department of State – Expedite Request Memos **MUST BE** signed by an O-7.

****NOTE: DoS does NOT recognize expedite MFRs for dependent application packages.**

H.) **SCHEDULE APPOINTMENT:** Once you have gathered and completed all the required documentation listed above, you must contact Ms. Tonia Blanson via email or phone to schedule your appointment. January

355 FSS/FSMPC, DAVIS-MONTHAN AFB, AZ

PASSPORT OFFICE POC:

Passport Agent: Ms. Tonia Blanson, e-mail clintonia.blanson.1@us.af.mil DSN: 228-5680, COMM: 520-228-5680

Passport Agent: TSgt Delayne Griffin, e-mail delayne.griffin@us.af.mil DSN:228-4675, COMM: 520-228-4675

All documents will be mailed with your passport application and will be returned with your passport once processed, which normally takes 4-6 weeks.