

No-Fee Dependent Passport

****PROCESSING TIME: 8-12 WEEKS****

PASSPORT APPOINTMENTS ARE REQUIRED FOR ALL PASSPORT APPLICATION SUBMISSION

<https://kadenaabpassports.setmore.com/>

FORM: DS-11 or DS-82:

You must apply in person using Form DS-11 if at least one of the following is true:

- You are applying for your first U.S. passport
- You are under age 16
- Your previous U.S. passport was issued when you were under age 16
- Your previous U.S. passport was lost, stolen, or damaged
- Your previous U.S. passport was issued more than 15 years ago

If none of the above statements apply to you, you may be eligible to Renew using Form DS-82.

INITIAL: (Individuals who do not possess any type of U.S. Passport and/or first passport after the age of 16)

- COMPLETE, TYPE and PRINT FORM DS-11** passport application at <https://pptform.state.gov/>
****NO EXCEPTIONS****

Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode

- Two 2x2 inches colored photo** (With a white background taken within the last 6 months)
- ❖ NO GLASSES in your new U.S. Passport Photo as of 01 November 2016
 - ❖ For photo booth photos from the BX, select "2 Photos in 1 Sheet"
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
- When wizard asks "Is this your permanent address?" Select "No"
For permanent address, use physical state-side home address, NO PO Boxes (you may use relative's address or someone you can trust to receive correspondence from Department of State).
- Proof of U.S. Citizenship** (Original Birth Certificate –required for initial passport/ **Certified Birth Certificate by Legal Office** or **Original Naturalization Certificate**–required for initial passport/**Certified Naturalization Certificate by Legal Office**) (**Consular Report of Birth Abroad (CRBA)** if born in Japan)
- ❖ **Unacceptable Birth Certificates**
 - Hudson County, Jersey City, NJ
 - California Short-Form/Birth Abstract
 - Brunswick County, NC issued before May 1, 2009
 - Texas Short-Form/Birth Abstract issued before March 2003
 - Puerto Rico issued before July 1, 2010
 - Photocopies
- One Copy of Proof of U.S. Citizenship**
- Front and Back copy of ID card** (Valid State issued I.D) ****must be on the same page****
- *applicant age of 17 and 16- * **Parent's statement of consent** and their **ID card copy**(if parents can't be at present)
- *Active Duty Dependent* AF Form 899 (PCS Orders)**. <If you processed a *DEROS(date eligible to return from overseas assignment)* Extension, please bring in Documentation showing *New DEROS*>. And **Command Sponsorship Letter** if applicable.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

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RENEWAL No-Fee PASSPORT and MEMBERS WHO POSSESS A TOURIST PASSPORT ISSUED AFTER THE AGE OF 16

- COMPLETE, TYPE and PRINT FORM DS-82** passport application at <https://pptform.state.gov/>****NO EXCEPTIONS**
Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode
- Two 2x2 inches colored photo** (With a white background taken within the last 6 months)
 - ❖ NO GLASSES in your new U.S Passport Photo as of 01 November 2016
 - ❖ For photo booth photos from the BX, select “2 Photos in 1 Sheet”
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
When wizard asks “Is this your permanent address?” Select “No”
For permanent address, use physical state-side home address, NO PO Boxes (you may use relative’s address or someone you can trust to receive correspondence from Department of State).
- Bring in the most **Current and/or Expired Passport** (No-Fee Dependent and Tourist)
- Use most currently issued passport in filling out DS-82, (e.g. if your tourist passport is issued 2 Jun 2018 and your official passport was issued 2 May 2017, use tourist passport information as this is the most current passport that Department of State issued to you).
- Front and Back copy of ID card** (Valid State issued I.D) **must be on the same page**
- *Active Duty Dependent* AF Form 899 (PCS Orders)**. <If you processed a DEROS(date eligible to return from overseas assignment) Extention, please bring in Documentation showing New DEROS>. And **Command Sponsorship Letter** if applicable.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

Requirements for UNDER 16 years old or any applicants whose passport was issued before the age of 16 (INITIAL AND RENEWAL)

- COMPLETE, TYPE and PRINT FORM DS-11** passport application at <https://pptform.state.gov/> ** **NO EXCEPTIONS**
Do NOT download PDF version of the Form, use FORM FILLER instead. Make sure there is a barcode on the top left corner after you print out. We are not able to process w/o barcode
- Two 2x2 inches colored photo** (With a white background taken within the last 6 months)
 - ❖ NO GLASSES in your new U.S Passport Photo as of 01 November 2016
 - ❖ For children, please use BX Photo Studio or Public Affairs Studio services as photo booths may not have correct passport dimensions for children
- Mandatory:** Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5134 BOX 50 AFN 436083**
APO, AP 96368-5134
When wizard asks “Is this your permanent address?” Select “No”
For permanent address, use physical state-side home address, NO PO Boxes (you may use relative’s address or someone you can trust to receive correspondence from Department of State).
- Proof of U.S. Citizenship** (Original Birth Certificate –required for initial passport/ **Certified Birth Certificate by Legal Office** or **Original Naturalization Certificate**–required for initial passport/

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Certified Naturalization Certificate by Legal Office) (Consular Report of Birth Abroad (CRBA) if born in Japan)

- One Copy of Proof of U.S Citizenship**
- Bring in the Most **Current and/or Expired passport** (No-Fee Dependent and Tourist)
- Use most currently issued passport in filling out DS-11, (e.g. if child's tourist passport is issued 2 Jun 2018 and no-fee passport was issued 2 May 2017, use tourist passport information as this is the most current passport that Department of State issued to your child).
- Front and Back copy of parents ID card** (State issued ID) ****must be on the same page****
- *Active Duty Dependent* AF Form 899 (PCS Orders)**. <If you processed a *DEROS*(date eligible to return from overseas assignment) Extension, please bring in Documentation showing New *DEROS*>. And **Command Sponsorship Letter** if applicable.
- <Original Proof of Name Change (e.g. marriage certificate, divorce decree, adoption decree and court order)>

Note: Child/Children and both parents must be present during process. If either parent **cannot be present**, the appearing parent will need to provide a photocopy of the non-applying parent's ID and a notarized form **DS-3053 Statement of Consent** or form **DS-5525 Statement of Exigent/Special Family Circumstances**. The US State Department will not accept faxed or scanned copies of documents.

Additional Documentation you may have:

- Adoption Decree
- Death Certificate of the non-applying parent
- Special power of attorney designated for minor's passport
- Court order / Divorce decree / Custody order

For LOST/STOLEN: Follow **Initial Passport Application requirements** plus (+) **Form DS-64(Lost and Stolen form)**

For NAME CHANGE:

- If the passport is **less than a year old** from the issued date, processing fee is FREE. Use Form **DS-5504** + **original proof of name change** + **one (1) 2X2 colored photo**.
- If it's **more than a year old**, **follow requirements for renewal** + **original proof of name change**. (Applicable for name change e.g. marriage certificate, divorce decree, adoption decree and court order)

Schedule Appointment with 718 FSS Passport Office @

<https://kadenaabpassports.setmore.com/>

***Accessible through government computer, personal computer and mobile phone**