

Official/Diplomatic 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 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)
- ❖ Uniforms must NOT be worn
 - ❖ 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****
- *Active Duty* TDY/CED/PCS orders** to country requiring official passport for entry. If DoD Foreign Clearance Guide states military is allowed to enter using military CAC and orders, official passport application will NOT be processed. If orders are unavailable, coordinate with your UDM to process a memorandum in lieu of orders signed by O-6 (no exceptions). Memo must be approved by Directorate of Executive Travel prior to scheduling an appointment.
- Short notice/Expedite request:** Have UDM coordinate with MPS Passport Office. Walk-ins will not be accepted.
- *DOD Civilians/Dependent*** - Please bring in your **letter of employment**.

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States side hire - **DD 1614(PCS orders)** or **DD 1617(Transportation Agreement)**

Local hire - Generally, locally hired US citizens use their Regular fee (*blue tourist*) Passports when performing official USG travel. In extraordinary circumstances, DOS may authorize issuance of an Official Passport to a locally hired US citizen for official travel to a third country when such travel cannot be accomplished with a Regular fee (*blue tourist*) Passport. Please prepare **ETP letter** which approved by State of Department.

- <Original Proof of Name Change if you changed your name (e.g. marriage certificate, divorce decree, adoption decree and court order)>

RENEWAL of OFFICIAL/DIPLOMATIC PASSPORT and MEMBERS WHO CURRENTLY 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)
 - ❖ Uniforms must NOT be worn
 - ❖ 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 your most **Current and Expired Passports** (Official, Diplomatic **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* TDY/CED/PCS orders** to country requiring official passport for entry. If DoD Foreign Clearance Guide states military is allowed to enter using military CAC and orders, official passport application will NOT be processed. If orders are unavailable, coordinate with your UDM to process a **memorandum in lieu of orders** signed by O-6 (no exceptions). Memo must be approved by Directorate of Executive Travel prior to scheduling an appointment.
- Short notice/Expedite request:** Have UDM coordinate with MPS Passport Office. Walk-ins will not be accepted.
- *DOD Civilians/Dependent*** - Please bring in your **letter of employment**.
States side hire - **DD 1614(PCS orders)** or **DD 1617(Transportation Agreement)**
Local hire - Generally, locally hired US citizens use their Regular fee (*blue tourist*) Passports when performing official USG travel. In extraordinary circumstances, DOS may authorize issuance of an Official Passport to a locally hired US citizen for official travel to a third country when such travel cannot be accomplished with a Regular fee (*blue tourist*) Passport. Please prepare **ETP letter** which approved by State of Department.
- <Original Proof of Name Change if you changed your name (e.g. marriage certificate, divorce decree, adoption decree and court order)>

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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/ **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**

- *DOD Civilians/Dependent*** - Please bring in your **letter of employment**.

States side hire - **DD 1614(PCS orders)** or **DD 1617(Transportation Agreement)**

Local hire - Generally, locally hired US citizens use their Regular fee (*blue tourist*) Passports when performing official USG travel. In extraordinary circumstances, DOS may authorize issuance of an Official Passport to a locally hired US citizen for official travel to a third country when such travel cannot be accomplished with a Regular fee (*blue tourist*) Passport. Please prepare **ETP letter** which approved by State of Department.

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

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For LOST/STOLEN: Follow **Initial Passport 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