

Tourist Passport

****PROCESSING TIME: 8-10 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 PASSPORT: (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****

- *applicant age of 17 and 16- * **Parent's statement of consent** and their **ID card copy**(if parents can't be at present)

- \$165.00 Money Order** as of 12/27/2021 (please do not fill out the pay to the order portion)

****Money orders can be purchased at Post Office or Community Bank****

- <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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RENEWAL OF TOURIST PASSPORT and MEMBERS WHO POSSESS AN OFFICIAL/DIPLOMATIC/NO-FEE-DEPENDENT 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 identical 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 in the Most **Current and/or Expired Passport** (Official, Diplomatic and Tourist)
- Use most currently issued passport in filling out DS-82, (e.g. if your no-fee passport is issued 2 Jun 2018 and your tourist passport was issued 2 May 2017, use no-fee 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**
- \$130.00 Money Order** as of 12/27/2021 (please do not fill out the pay to the order portion) **Money orders can be purchased at Post Office or Community Bank**
- <Original Proof of Name Change if you changed your name (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 identical 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 services as photo booths may not have correct passport dimensions for children
- 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)
- Bring in the **Most Current and/or Expired passport** (No-Fee Dependent and Tourist)
- Front and Back copy of parents ID card** (Valid State issued ID) **must be on the same page**
- \$135.00 Money Order** as of 12/27/2021 (please do not fill out the pay to the order portion) **Money orders can be purchased at Post Office or Community Bank**
- <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.

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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**