

Official/Diplomatic Passport (Process time 8-12 weeks)



Each family member must have a separate appointment.

Scan QR code or visit:

<https://waitwhile.com/locations/718fss-mpf/bookings/add/services>

Missing any items/documents listed in this checklist will result in appointment cancellation and require a new appointment.

Applicant must appear in person

FORM DS-11: Individuals under 16 years old or first time applying for U.S Passport after the age of 16.

- ☐ **Complete FORM DS-11** passport application at <https://pptform.state.gov/>

Do NOT download PDF version of the form, use **FORM FILLER**. Make sure there is a barcode on the top left corner after you print out.

Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5135 AFN 436083**
APO, AP 96368-5135

When wizard asks, "Is this your permanent address?" Select "No"
For permanent and emergency address use family/relative home address

Do NOT Sign FORM DS-11

- ☐ **Two 2x2 inches colored photo** – Must be taken within the last 6 months. Our office does not provide passport photo services.
 - ❖ White background
 - ❖ Military Uniform is not permitted
 - ❖ No glasses
- ☐ **Proof of U.S. Citizenship**
 - ❖ **Original** Birth Certificate or CRBA (Consular Report of Birth Certificate)
 - ❖ **Original** Naturalization Certificate
 - ❖ **Exception:** If Official/Tourist passport is present, then certified by Legal Office proof of citizenship listed above is accepted. You must bring your tourist passport.
- ☐ **Front and Back photocopy of ID card** (Valid Military or State ID) must be on the same page. For minor: Valid parents' ID
- ☐ **Original Proof of Name Change** if you changed your name
 - ❖ Marriage certificate/Divorce decree
 - ❖ Adoption decree/Court order
- ☐ **Active Duty Only: TDY/CED/PCS orders** to the country requiring official passport for entry. If DoD Foreign Clearance Guide (FCG) states military is allowed to enter using military CAC and orders, official passport application will NOT be processed. Check FCG: <https://apacs.milcloud.mil/fcg/loginForm.cfm>

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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 Passport Service Division. Template available at:

https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx

- ☐ **Short notice/Expedite request:** The memorandum must be signed by a General Officer (O-7 or above) or SES equivalent. Template available at:

https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx

- ☐ **DOD Civilians Only: Letter of Employment**

States side hire - DD 1614(PCS orders)

Local hire – Written Permission from Department of State (DoS)

Note: If applying for child passport, 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 form*) or **DS-5525** (*Statement of Exigent/Special Family Circumstances*).

Note: Additional documents may be required:

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

FORM DS-82 (RENEWAL): Already have Official/Diplomatic or Tourist passport issued after the age of 16.

- ☐ **Complete FORM DS-82** passport application at <https://pptform.state.gov/>

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.

Please put the following Mailing Address in your application (DoS will not ship to personal PSC Box): **UNIT 5135 AFN 436083**
APO, AP 96368-5135

When wizard asks, "Is this your permanent address?" Select "No"
For permanent and emergency address use family/relative home address

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, then use tourist passport information). **Do NOT** Sign FORM DS-82

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- ☐ **Two 2x2 inches colored photo** – Must be taken within the last 6 months. Must be taken within the last 6 months. Our office does not provide passport photo services.
 - ❖ White Background
 - ❖ Military Uniform is not permitted
 - ❖ No glasses
- ☐ **Bring Current and Expired Passports** (Official, Diplomatic **and** Tourist).
- ☐ **Front and Back photocopy of ID card** (Valid Military or State ID) ****must be on the same page****
- ☐ **Original Proof of Name Change** only if you changed your name
 - ❖ Marriage certificate/Divorce decree
 - ❖ Adoption decree/Court order
- ☐ **Active Duty Only: TDY/CED/PCS orders** to the country requiring official passport for entry. If DoD Foreign Clearance Guide (FCG) states military is allowed to enter using military CAC and orders, official passport application will NOT be processed. Check FCG: <https://apacs.milcloud.mil/fcg/loginForm.cfm>

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 Passport Service Division. Template available at:

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Local hire – Written Permission from Department of State (DoS)

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

NAME CHANGE:

- Use FORM DS-5504 If the passport is **less than a year old** from the issued date+ **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** (e.g. marriage certificate/divorce decree, adoption decree/court order)