



PASSPORT CHECKLIST



RAF Mildenhall, Bldg 436, Room 203. Hours of Operation Mon-Fri 0830-1500
Appointment ONLY please visit: <https://rafmildenhallpassports.setmore.com/>
Additional Passport info & Checklist visit: 100fss.com/military-personnel-flight
Tourist Passport: Personal passport that allows members to travel for leisure.

For Applicants AGE 15 and Under:

For Passport Status Visit: passportstatus.state.gov

Initial Tourist Passport / **Initial Tourist Passport but Holds No-Fee passport** / **Renewal of Tourist Passport**
ITEMS REQUIRED:

- Separate money order for \$135 made out to "US DEPARTMENT OF STATE" Money Order Locations: USPS/Community Bank/Kessler CU
- DS-11 Application Form - (GO TO: pptform.state.gov) NOTE: Print single-sided and on 8 1/2 format paper page 5& 6 ONLY
- TWO (2) Passport photos Must be a recent photos taken in last 6 months, No Glasses can be worn, Off/White background LOCATION that offers passport photos: RAFM- Bob Hope Community Center Bldg. 404 COMM: 01638542579
- ONE (1) Printed photocopy of both parents military ID (front & back) USED FOUO
- **Original Documents** are required to be submitted with the application; documents will be returned
 - Birth Certificate/CRBA/Naturalization Certificate (**FIRST PASSPORT EVER**)
- ONE (1) Printed photocopy of **No-Fee passport, Tourist Passport, and or Official Passport** (Passport **RENEWAL** only)
- Printed photocopies of Progression Photos if the child was under age 6 at time of last passport. (photos every age of child)
- Bring One Priority envelope from the United States Postal Service (USPS)

Both parents and child need to be present at the appointment. If only one parent can attend the appointment, a original notarized DS-3053 and printed copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

For applicant AGE 16 and Over:

A. Initial Tourist Passport / **Replacement/Renewal of Lost Tourist Passport** / **First Adult Passport 16+**
ITEMS REQUIRED:

- Separate money order for \$165 made out to "US DEPARTMENT OF STATE" Money Order Locations: USPS/Community Bank/Kessler CU
- DS-11 Application Form - (GO TO: pptform.state.gov) NOTE: Print single-sided and on 8 1/2 format paper page 5& 6 ONLY
- TWO (2) Passport photos Must be a recent photos taken in last 6 months, No Glasses can be worn, Off/White background LOCATION that offers photos: RAFM- Bob Hope Community Center Bldg. 404 COMM: 01638542579
- ONE (1) Printed photocopy of military ID (front & back) USED FOUO; (Applicant 16-17 years of age include copy of parents ID)
- **Original Documents** are required to be submitted with the application; documents will be returned
 - Birth Certificate/CRBA/Naturalization Certificate (**FIRST PASSPORT EVER**)
- Bring **One Priority envelope** from the United States Postal Service (USPS)

If passport was lost/stolen, a DS-64 will need to be completed and submitted in conjunction with the passport application (<https://eforms.state.gov/Forms/ds64.pdf>)

B. Initial Tourist Passport but holds Official/No-Fee Passport / **Renewal of Tourist Passport**
ITEMS REQUIRED:

****NOTE: Adult Renewals can also be completed with U.S. Embassy via Royal Mail.****

HOW TO: uk.usembassy.gov/u-s-citizen-services/u-s-passports/renew-an-adult-passport/

- Separate money order for \$130 made out to "US DEPARTMENT OF STATE" Money Order Locations; USPS/Community Bank/Kessler CU
- DS-82 Application Form - (GO TO: pptform.state.gov) NOTE: Print single-sided and on 8 1/2 format paper page 5& 6 ONLY
- TWO (2) Passport photos Must be a recent photos taken in last 6 months, No Glasses can be worn, Off/White background LOCATION that offer passport photos: RAFM- Bob Hope Community Center Bldg. 404 COMM: 01638542579
- ONE (1) Printed photocopy of military ID (front & back) USED FOUO
- ONE (1) Printed photocopy of **No-Fee passport, Tourist passport, and or Official Passport**
- Bring **One Priority envelope** from the United States Postal Service (USPS)

For CHILDREN & ADULTS

Correction to Tourist Passport less than one year after ago / **Update of Emergency Passport less than one year ago**
ITEMS REQUIRED:

- A Money Order is **NOT** required if the Passport was ISSUE date is less than one year ago.
- DS-5504 Application Form (GO TO: pptform.state.gov) NOTE: Print single-sided and on 8 1/2 format paper page 5& 6 ONLY
- TWO (2) Passport photos Must be a recent photos taken in last 6 months, No Glasses can be worn, Off/White background LOCATION that offers passport photos: RAFM- Bob Hope Community Center Bldg. 404 COMM: 01638542579
- ONE (1) Printed photocopy of military ID (front & back) USED FOUO
- **Original Documents** are required to be submitted with the application; documents will be returned
 - Birth Certificate/ CRBA /Naturalization Certificate
 - Marriage Certificate/Divorce Decree/Court Order for Name change
 - Incorrect Passport/Emergency Passport **MUST** be mailed in with application
- Bring **One Priority envelope** from the United States Postal Service (USPS)



PASSPORT CHECKLIST

ONLINE APPLICATION GUIDANCE



Go to website: <https://pptform.state.gov/> to complete APPLICATION.

Application MUST be typed using online version with 2d barcode ONLY!! You cannot print and write on the application—it will be rejected (**no exceptions**)!

If your passport was lost/stolen, a DS-64 will need to be completed and submitted in conjunction with the passport application. Report Lost or Stolen Passport: <https://pptform.state.gov/> or use <https://eforms.state.gov/Forms/ds64.pdf>

Your mailing address will be as shown below:

1st Street /RFD # Block: **100 FSS/FSMPS PASSPORT OFFICE**

2nd Street/RFD # Block: **UNIT 4702**

City: **APO**

Country: **UNITED STATES**

Zip Code: **09459**

When asked if this is your permanent address, you MUST check the box “NO”

- Permanent address must be your physical address listed (not the PSC/CMR box)
- Point of Contact number must be your local #, cell phone or sponsor's (DSN # preferred COMM: 4401638-54-XXXX)
- E-mail address is your government e-mail address OR your sponsor's government e-mail address (for dependents)
- Emergency Contact must be **FILLED IN** and must be someone not traveling with you

(Please list their physical address, no (PSC/CMR box)

*Parent's information must be filled out and match the birth certificate; always use the name assigned at birth for passport applications.

- For other names known, list all previous names you have had. Please do not put NO or N/A or nicknames; only legal names (i.e. maiden name, previous marriage name)
- You must select **PASSPORT BOOK** and below that you must select **STANDARD** or **NONSTANDARD** then select the **NEXT** button,
 - *Additional pages or a Passport Card will incur additional Fee please visit travel.state.gov for more information*
- **CREATE FORM** to populate the DS-11 and print out pages **5&6** only.

Include travel plans (Countries to visited a United Kingdom Start: Date Arrive Station End: DEROS Date)

STOP: DO NOT SIGN YOUR APPLICATION! ALL APPLICANTS MUST SIGN IN FRONT OF THE PASSPORT AGENT.

Please Note: We will not hold on to any documents or complete any forms online for the member. Failure to provide all required documents and correctly filled out forms will result in appointment being rescheduled for a later date.

For additional information or questions please email: 100fss.passport@us.af.mil or

Call DSN: 238-2222 Opt. 2; 01638542222 opt 2

For Passport Status Visit: passportstatus.state.gov

PASSPORT VISUAL GUIDE

For Passport Status Visit:
passportstatus.state.gov

1) PASSPORT APPLICATION

Must be completed on: pptform.state.gov (single sided)

A sample of a DS-11 passport application form, showing fields for personal information, address, and a signature line. A large "EXAMPLE" watermark is overlaid diagonally across the form.

DS-11 (Initial Adult,
Child under 16)

*Notarized DS-3053 if one
of the parent is not at
appointment

OR

DS-82 (Adult Renewal)

*have or had ANY Adult
Passport

*can be completed with
U.S. Embassy via mail at:
<https://uk.usembassy.gov/u-s-citizen-services/u-s-passports/renew-an-adult-passport/>

2) COPY OF ID

Must be front and back



CAC, Military ID, etc. (For Child
Both Parents ID needed)

3) PROOF OF U.S. CITIZENSHIP

Birth Cert, Natural Cert, or Passport

4) MONEY ORDER

Pay To: U.S. Department of State

Child Passport (Under 16) - \$135

First Adult Passport - \$165

Renewal Adult Passport - \$130



Copy of Current or
Expired Passport

OR



Must be Original Cert
if first passport

(Will be mailed out)

USPS, Community Bank, Keesler Credit Union
(Separate money order for each application)

5) TWO PHOTOS

2" by 2" picture of applicant must be recent



Lakenheath BX Kodak, Mildenhall Bob Hope Center

6) ENVELOPE

One USPS Priority Mail Envelope

