



NO-FEE PASSPORT CHECKLIST



RAF Mildenhall, Bldg. 436
Room 201

Hours of Operation
Mon- Thurs 0830-1500

Additional Passport Information &
Checklists visit:
100fss.com/military-personnel-flight

Appointment ONLY

For Appointments Please Visit:
<https://rafmildenhallpassports.setmore.com/>

For Applicant Age 16 and Over:

A. Initial No-Fee Passport / Replacement/Renewal of LOST No-Fee Passport / First Adult Passport 16+ ITEMS REQUIRED:

- **DS-11 Application Form** (application **MUST** be completed online/link: pptform.state.gov) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2 *Background Must be Plain white /Off-White (Locations: RAFM Passport Office or RAFL Kodak Store Bx Photos must be taken within the last 6 months/no glasses)
- **ONE (1) photocopy of Military ID** (Front & Back)
- **Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate**
- Copy of **PCS Orders**
- **Approved Command Sponsorship** (if applicable)
- Copy of **Tourist Passport** (if replacing a lost No-Fee Passport while holding a valid Tourist Passport)
- **Original Documents** are required to be submitted with the application; documents will be returned

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 No-Fee Passport BUT Holds Tourist Passport / Regular Renewal of No-Fee Passport ITEMS REQUIRED:

- **DS-82 Application Form** (application **MUST** be completed online/link: pptform.state.gov) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2*Background Must be Plain white /Off-White (Locations: RAFM Passport Office or RAFL Kodak Store Bx. Photos must be taken within the last 6 months/ no glasses)
- **ONE (1) photocopy of Military ID** (Front & Back)
- **Expiring/Expired No-Fee Passport** (no-fee passport **MUST** be mailed with application form if passport is expired or is to expire within 60 days)
- Copy of **Tourist Passport**
- Copy of **PCS orders**
- **Approved Command Sponsorship** (if applicable)

For Applicants AGE 15 and Under:

For Passport Status Visit: passportstatus.state.gov

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

- **DS-11 Application Form** (application **MUST** be completed online/link: pptform.state.gov) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2 *Background Must be Plain white /Off-White (Locations: RAFM Passport Office or RAFL Kodak Store Bx. Photos must be taken within the last 6 months* No Glasses)
- **Progression photos:** Only if child's passport was issued under 5 years old and there's a significant change in appearance since last passport was issued (1 photo per year, photo(s) can be printed in copy paper)
- **Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate** (copy will be accepted for renewals only)
- **ONE (1) photocopy of Parents' Military ID** (Front & Back)
- Copy of **Tourist Passport** (if applicable)
- **Expiring/Expired No-Fee Passport** (no-fee passport **MUST** be mailed with application form if passport is expired or is to expire within 60 days)
- Copy of **PCS orders**
- **Approved Command Sponsorship** (if applicable)
- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent including a notarized photocopy of their ID (if applicable)
- **MINORS/NEWBORNS ONLY:** No SSN Memo (applicable if the minor or newborn do not have SSN)

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

NO FEE PASSPORT ONLINE APPLICATION GUIDANCE

Link: <https://pptform.state.gov>

1. Click the box next to: "I have read the Privacy Act..."/ Click "SUBMIT"
2. Click "SUBMIT" under Complete Online & Print.
3. Complete the questionnaire. The correct form will populate at the end with a 2D bar code on the left hadside.

First Screen: Enter applicant personal information

Second Screen: Mailing address must be entered *EXACTLY* as follows:

Street Address: *100 FSS/FSPS PASSPORT OFFICE*

Street Address 2: *Unit 4702*

City: *APO*

Country: *UNITED STATES*

Zip: *09459*

(Note: After listing this mailing address, you must list a personal permanent address, this will be your PSC Box, your home of record or your UK address.)

Use your Government email address if one is assigned to you, as this will make it easier for the DOS to contact you if they run into issues with your application

Third Screen: Enter dates of upcoming travel (IF APPLICABLE)

Fourth Screen: Emergency Contact Information (Someone not traveling with you)

*Emergency Contact Information must be filled in or application will not be accepted at our facility

Fifth Screen: Enter your most recent passport information (if applicable)

- Enter Tourist or No Fee Passport Information

Sixth Screen: Applicant must enter all parental information as it appears on their birth certificate (if applicable) -

Only put unknown if one parent is not on the applicant's birth certificate

Seventh Screen: Enter other names used (if applicable)

*****Follow the next screens until you are able to create the application and print*****

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 the appointment being rescheduled for a later date.

If you're applying for your first no-fee passport but holds a tourist passport, please ensure to follow the prompts for renewal when filling out the application using the Form Filler application. This will ensure a DS-82 is generated instead of a DS-11.

THERE IS NO EXPEDITE SERVICE OVERSEAS.

NO FEE PASSPORT VISUAL GUIDE

1) PASSPORT APPLICATION

Must be completed on: pptform.state.gov (single sided)
Bar code must be on the top left corner

DS-11 (Initial Adult, Child under 16)

OR

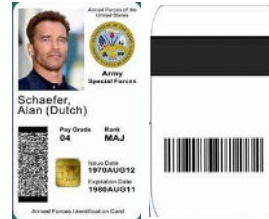
DS-82 (Adult Renewal)

*have or had ANY Adult Passport, including tourist passport after turning 16

*Notarized DS-3053 or applicable docs if one of the parents is not at appointment & copy of ID of the absent parent

2) COPY OF ID

Must be front and back



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

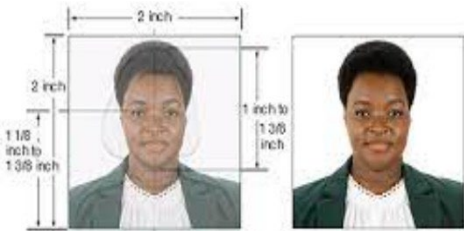
If one of the parent is not at appointment a copy of ID of unavailable parent w/applicable docs

3) PROOF OF U.S. CITIZENSHIP

Birth Cert, Natural Cert, or Passport

4) TWO PHOTOS

2" by 2" picture of applicant must recent within 6 months



Copy of Current or Expired Passport

OR



Must be Original Cert if first passport (Will be mailed out)

Mildenhall Passport Office, Lakenheath BX Kodak Store

5) PCS ORDERS AND/OR COMMAND SPONSORSHIP W/APPLICANTS NAME PRESENT

6) NEWBORNS/MINORS ONLY: NO SSN MEMO

To whom it may concern:

I _____ (print full name) declare under penalty of perjury under the laws of the United States of America that the following is true and correct:

(*) I/my child _____ (print full name) (*) have/has never been issued a Social Security Number by the Social Security Administration.

Executed on: _____
(DATE)

Signature:

(Sign using full name as indicated on the passport application or parent's fully name if signing on behalf of a child)

(*) please delete as appropriate