



TOURIST PASSPORT CHECKLIST



RAF Mildenhall, Bldg. 436
Room 201

Hours of Operation
Mon- Thurs 0830-1500

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

**QUARTERLY HAULS
ONLY**

For Appointments:
Appointments will be advertised through the
100 FSS Facebook Page.

For Applicant AGE 16 and Over:

A. Initial Tourist Passport / Replacement/Renewal of Lost Tourist Passport / First Adult Passport 16+

ITEMS REQUIRED:

- Money Order for \$165 made to "US DEPARTMENT OF STATE" (*Money Order Locations: USPS/Community Bank/ Kessler CU*)
 - DS-11 Application Form - pptform.state.gov (NOTE: Print single-sided and on 8 ½ format paper page 5 & 6 ONLY)
 - TWO (2) Passport photos Must be a recent photo taken in last 6 months/No Glasses, Off/White background (LOCATION: Kodak Store RAFL BX) MUST be 2in x 2in
 - ONE (1) 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 (Note: Original documents will return along with new passport)
 - Original Birth Certificate/CRBA/Naturalization Certificate (For first passport applicants, excluding those that hold No-Fee/Official Passport)
 - One Priority envelope from the United States Postal Service (Locations: RAF Mildenhall or RAF Lakenheath Post Offices)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted in conjunction with DS-11

https://eforms.state.gov/Forms/ds64_pdf.PDF

B. Initial Tourist Passport But Holds Official/No-Fee Passport / Renewal of Tourist Passport

ITEMS REQUIRED:

NOTE: Adult Renewals can be completed with U.S. Embassy via Royal Mail. HOW TO: <https://uk.usembassy.gov/adult-passport-renewal/>

- Money Order for \$130 made to "US DEPARTMENT OF STATE" (*Money Order Locations; USPS/Community Bank/ Kessler CU*)
- DS-82 Application Form - pptform.state.gov (NOTE: Print single-sided and on 8 ½ format paper page 5 & 6 ONLY)
- TWO (2) Passport photos Must be recent photos taken in last 6 months/No Glasses, Off/White background (LOCATION: RAF Lakenheath BX- The Kodak Store) MUST be 2in x 2in
- ONE (1) photocopy of Military ID (front & back) USED FOUO
- ONE (1) Printed photocopy of No-Fee Passport, Tourist Passport, and/or Official Passport
- One Priority envelope from the United States Postal Service (Locations: RAF Mildenhall or RAF Lakenheath Post Offices)

For Applicants AGE 15 and Under:

For Passport Status Visit: passportstatus.state.gov

Initial Tourist Passport / Initial Tourist Passport but Holds No-Fee Passport OR Renewal of Tourist Passport

ITEMS REQUIRED:

- Money Order for \$135 made out to "US DEPARTMENT OF STATE" (*Money Order Locations: USPS/Community Bank/ Kessler CU*)
 - DS-11 Application Form - pptform.state.gov (NOTE: Print single-sided and on 8 ½ format paper page 5 & 6 ONLY)
 - TWO (2) Passport photos; MUST be recent photos taken in last 6 months, No Glasses can be worn, Off/White background! (LOCATION: Kodak Store RAFL BX) MUST be 2in x 2in
 - ONE (1) photocopy of Both parents' Military ID (front & back) USED FOUO
 - Original Documents are required to be submitted with the application (Note: Original documents will return along with new passport)
 - Birth Certificate/CRBA & Org. Foreign Birth Certificate/Naturalization Certificate (FIRST PASSPORT EVER)
- OR
- ONE (1) Printed photocopy of No-Fee passport, Tourist Passport, and or Official Passport (Passport RENEWAL only)
 - 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)
 - One Priority envelope from the United States Postal Service (USPS)!

For CHILDREN & ADULTS:

Correction to Tourist Passport less than one year from issued date OR Update of Emergency Passport less than one year ago

ITEMS REQUIRED:

- A Money Order is NOT required if the Passport ISSUE date is less than one year ago.
- DS-5504 Application Form - pptform.state.gov (NOTE: Print single-sided and on 8 ½ format paper page 5 & 6 ONLY)
- TWO (2) Passport photos Must be a recent photo taken in last 6 months, No Glasses can be worn, Off/White background (LOCATION that offers passport photos: RAF Lakenheath BX- The Kodak Store) MUST be 2in x 2in
- ONE (1) photocopy of military ID (front & back) USED FOUO
- Original Documents are required to be submitted with the application; (Birth Certificate/ CRBA /Naturalization Certificate)
- Marriage Certificate/Divorce Decree/Court Order for Name change
- Incorrect Passport/Emergency Passport MUST be mailed
- Bring One Priority envelope from the United States Postal Service (USPS)

TOURIST 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.

THERE IS NO EXPEDITE SERVICE OVERSEAS.

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

*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)

*If one parent is not at appointment a copy
of ID of unavailable parent w/applicable Org.
DS-3053 Form MUST be Notarized (same
day/Notary) & submitted with package

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

3) PROOF OF U.S. CITIZENSHIP

Birth Cert, Natural Cert, or Passport

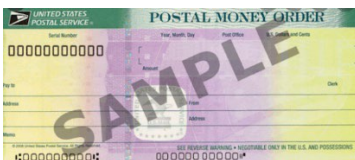
4) MONEY ORDER

Separate money orders for each application

Child Passport (Under 16) - \$135
First Adult Passport - \$165
Renewal Adult Passport - \$130

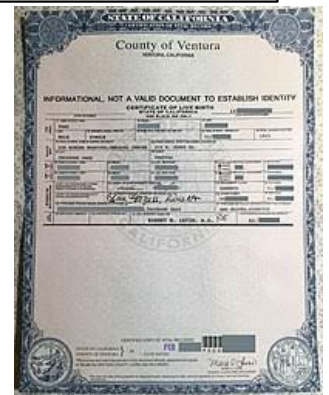
USPS, Community Bank, Keesler Credit Union

Pay to: "US Department of State"



Copy of Current
or Expired
Passport
(For Renewals
ONLY)

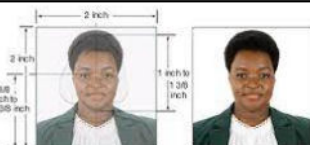
OR



Must be Original Cert
if first passport
(Will be mailed out)
Copies excepted for
Renewals ONLY

5) TWO PHOTOS

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



RAF Lakenheath BX Kodak Store

6) ONE USPS PRIORITY ENVELOPE

Locations: RAF Mildenhall and
RAF Lakenheath USPS Post
Office

