



# OFFICIAL PASSPORT CHECKLIST



RAF Mildenhall, Bldg. 436  
Room 201

Hours of Operation  
Mon-Fri 0830-1500

Additional Passport Information &  
Checklists visit:

100fss.com/military-personnel-flight

**For Applicant AGE 16 and Over:**

Appointment ONLY

For Appointments Please Visit:

<https://rafmildenhallpassports.setmore.com/>

## A. Initial Official Passport / Replacement/Renewal of Lost Official Passport

### ITEMS REQUIRED:

- **DS-11 Application Form** (application **MUST** be completed online/link: [pptform.state.gov](http://pptform.state.gov)) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2 (Locations: RAFL Kodak Store Bx or RAFM Passport Office; No Glasses, must be taken within the last 6 months)
- **ONE (1) Photocopy of Military ID** (front & back)
- **Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate** (Original will be mailed for first time applicant. Copy of tourist passport is acceptable)
- **Military: CED/VOCO/DTS Orders.** (Your PCS Orders to UK will NOT work) **When orders are not available the following waiver options MUST be used:**
  1. Memo in Lieu of Orders (MILO) (Signed/Concurred by an O-6 or equivalent & Approved by DoW/PSD)
  2. Deployment/Movement Memo
  3. Passport Waiver/SIA Waiver Memo**\*\*SOW- AFSOC Waivers should only be used in addition to the Passport Waiver Memo\*\***
- **Civilians: Employment Verification Letter from Senior Civilian Lead**

## B. Initial Official Passport But Holds Tourist Passport / Renewal of Official Passport

### ITEMS REQUIRED:

- **DS-82 Application Form** (application **MUST** be completed online/link: [pptform.state.gov](http://pptform.state.gov)) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2 (Locations: RAFL Kodak Store Bx or RAFM Passport Office; No Glasses, must be taken within the last 6 months)
- **ONE (1) Photocopy of Military ID** (front & back)
- **Expiring/ Expired Official Passport (official passport MUST be mailed with application form)**
- **Copy of Tourist Passport**
- **Military: CED/VOCO/DTS Orders.** (Your PCS Orders to UK will NOT work) **When orders are not available the following waiver options MUST be used:**
  1. Memo in Lieu of Orders (MILO) (Signed/Concurred by an O-6 or equivalent & Approved by DoW/PSD)
  2. Deployment/Movement Memo
  3. Passport Waiver/SIA Waiver Memo**\*\*SOW- AFSOC Waivers should only be used in addition to the Passport Waiver Memo\*\***
- **Civilians: Employment Verification Letter from Senior Civilian Lead**

## **For Applicants of Civilian Dependent(s) AGE 15 and Under:**

## Initial Official Passport But Holds Tourist Passport / Renewal of Official Passport

### ITEMS REQUIRED:

- **DS-11 Application Form** (application **MUST** be completed online/link: [pptform.state.gov](http://pptform.state.gov)) See pg 2 for instructions.
- **(2) Two Passport Photos** Size 2x2 (Locations: RAFL Kodak Store Bx or RAFM Passport Office; No Glasses in photos, must be taken within the last 6 months)
- **Original US Birth Certificate/ CRBA & Org. Foreign Birth Certificate / Naturalization Certificate** (copy will be accepted for renewals only)
- **Copy of Parents' Photo ID** (front and back of military ID)
- **Copy of Tourist Passport**, if applicable. Expiring/Expired Official Passport MUST be mail with application form.
- **Copy of Sponsor's Employment Verification letter from Senior Civilian Lead**
- **Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent including a notarized photocopy of their ID (if applicable)**

**Both parents and child(ren) 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 the absent parent.**

(Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

# OFFICIAL 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**

**THERE IS NO EXPEDITE SERVICE OVERSEAS.**

*(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 (MUST BE COMPLETED)

- Start/ End Dates: DEPARTURE DATE AND APPROXIMATE END DATE
- Countries: MUST MATCH LOCATION ON UDM MFR

**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.

Book your appointment here-



Book your appointment here!

# PASSPORT VISUAL GUIDE

## 1) PASSPORT APPLICATION

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

## 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

DS-11 (Initial Adult, Child under 16)

OR

DS-82 (Adult Renewal)

\*have or had ANY Adult Passport

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

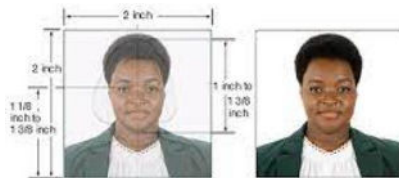
## 3) PROOF OF U.S. CITIZENSHIP

Birth Cert, Natural Cert, or Passport

## 4) TWO PHOTOS

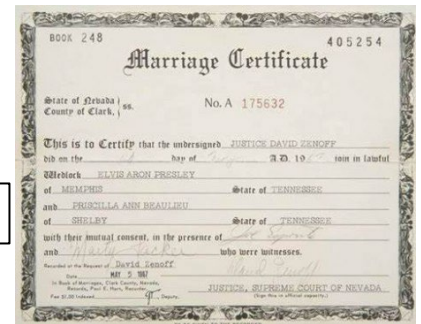
2" by 2" picture of applicant must recent within 6 months

Lakenheath BX Kodak Store, RAF Mildenhall Passport Office



Copy of Current or Expired Passport

OR



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

## 5) Justification for Official Passport

CED/VOCO/DTS Orders, MFR from UDM, MILO\*, Waiver\*  
\***MUST** be signed by O-6 or Equivalent. & Be **Approved** by the DoD PPV **BEFORE** bringing to appointment.