Official Passport Checklist

100th Force Support Squadron

RAF Mildenhall Passport Office

Bldg. 436 Room 201

DSN: 238-2858

Comm: 314-238-2858

Hours: Mon – Fri

0830 – 1500

Email: 100fss.passport@us.af.mil

Appointments

Scan the QR Code below to schedule an appointment:

- Ensure the appointment is booked using the full **FIRST** and **LAST** name of the individual who will be receiving the passport.

- Include the best phone number and email address for updates and pick-up.

Justification for Official Passport

- **Military:**
  - CED Orders – If stated "Official Passport is Required"
  - DTS Authorization – If stated "Official Passport is Required"
  - Passport Waiver/Special Issuance Agency (SIA) Waiver
  - MFR from UDM
    - Must be signed by an **O-6** or equivalent and approved by SIA.
  - Memorandum in Lieu of Orders (MILO)
    - Must be signed by an **O-6** or equivalent and approved by SIA**.**

- **Civilians:**
  - Employment Verification Letter from Senior Civilian Lead
  - PCS Orders - If stated "Official Passport is Required"

Official Passport Checklist

Fill out the DS-11 or DS-82 Form **directly** from the following website:

https://pptform.state.gov

NOTE: *We will not accept handwritten forms; the form must be filled out via the website.*

Use the following for the Mailing Address:

100 FSS/FSMPS Passport Office
Unit 4702
APO
United States, 09459

You will need the documents below for your in-person appointment:

Applicants Ages 18+

a) Official Passport Renewal: DS-82
b) Applying for an Official Passport **AND** does not have a Tourist Passport: DS-11
c) Applying for an Official Passport **AND** has a Tourist Passport: DS- 82

Printed copy of the complete DS-11 or DS-82 **(do not sign or date form)**

TWO (2) 2x2 photos – taken within 6 months (can be taken at appointment)

ONE (1) copy of applicants Military ID (front and back)

Proof of U.S. Citizenship (**original** Birth Certificate or **copy** of Tourist Passport)

Appropriate justification documents (refer to the justification page)

Applicants Ages 16 – 17

Printed copy of the complete DS-11 **(do not sign or date form)**

TWO (2) 2x2 photos – taken within 6 months (can be taken at appointment)

ONE (1) copy of each parent's Military ID (front and back)

Proof of U.S. Citizenship (**Original** Birth Certificate or **copy** of Tourist Passport)

ONE (1) copy of sponsors PCS orders

Approved Command Sponsorship Letter (if not on orders)

Appropriate justification documents (refer to the justification page)

Applicants Ages 15 and Under:

Printed copy of the complete DS-11 **(do not sign or date form)**

TWO (2) 2x2 photos – taken within 6 months (can be taken at appointment)

ONE (1) copy of each parent's Military ID (front and back)

Proof of U.S. Citizenship (**original** Birth Certificate or **copy** of Tourist Passport)

Copy of PCS orders or copy of sponsor's Employment Verification Letter from Senior Civilian Lead

Appropriate justification documents (refer to the justification page)