Tourist 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 & Fees

Passport Prices

Ages 18+ Initial.....$165

Ages 18+ Renewal.....$130

Ages 16 – 17 (first "adult" passport).....$165

Ages 15 and Under.....$135

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.
    - For group or family appointments, designate **ONE** primary applicant and list all other applicants in the **Notes** section.
- Include the best phone number and email address for updates and pick-up.

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) Tourist Passport Renewal: DS-82
b) Applying for a Tourist Passport **AND** has never been issued one previously: DS-11
c) Applying for a Tourist Passport **AND** has a No-Fee 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

ONE (1) copy of a valid Photo ID (front and back)

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

Money Order made out to "U.S. DEPARTMENT OF STATE"

Original proof of name change, if applicable (Marriage Certificate, Divorce Decree, etc.)

ONE (1) Priority Envelope from the United States Postal Service

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

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)

Money Order made out to "U.S. DEPARTMENT OF STATE"

ONE (1) Priority Envelope from the United States Postal Service

ONE (1) parent must be present at appointment

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

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)

Money Order made out to "U.S. DEPARTMENT OF STATE"

ONE (1) Priority Envelope from the United States Postal Service

BOTH parents must be present at appointment

- If one or both parents cannot appear in person with their child, they must submit a DS-3053, which must be signed and sworn under oath before a passport authorizing officer or notary.
- Must include a photocopy of the front and back of Military ID (CAC or Dependent ID)

NOTE: *If you are applying for multiple passports, you **DO NOT** need more than ONE (1) Priority Envelope. They can all be sent out in ONE (1) envelope.*

*The RAFM Passport Office **DOES NOT** provide passport photos for Tourist Passports. You can accomplish this at the RAF Lakeneheath Kodak Store located in the BX.*