

# OFFICIAL/ NO FEE PASSPORT

## Applicant Must Be Present for the Appointment

CSS Building #201 Telephone: 0128-070-8324 DSN: 236-8324 Email: [422abs.css@us.af.mil](mailto:422abs.css@us.af.mil)

Appointments scheduled only on Tuesdays and Thursdays between 0900-1430 hours.

(Official passport processing will take APPROXIMATELY 6-8 weeks from date arrived at Department of State)

<b>ADULT applying for your first ever passport OR first time as an adult</b> <ul style="list-style-type: none"><li>•DS11 application form</li><li>•1 x (2" x 2") passport photo</li><li>•Photo ID: Military ID card or Driving License</li><li>•Original Birth Certificate/CRBA/ Naturalization Certificate</li></ul>	<b>ADULT Renewing Official Passport</b> <ul style="list-style-type: none"><li>•DS82 application form</li><li>•1 x (2" x 2") passport photo</li><li>•Photo ID: Military ID / Driving License</li><li>•Current Passport you possess (we will make a copy)</li></ul>
<b>Applying for a CHILD'S first ever Passport</b> <ul style="list-style-type: none"><li>•DS11 application form</li><li>•1 x (2" x 2") passport photo</li><li>•Original Birth Certificate/CRBA/ Naturalization Certificate</li><li>•Parents Photo ID: Military ID/ Driving License/ Passport</li></ul>	<b>CHILD Renewing Official Passport</b> <ul style="list-style-type: none"><li>•DS11 application form</li><li>•1 x (2" x 2") passport photos</li><li>•Parents Photo ID: Military ID card or Driving License</li><li>•Current Passport you possess (we will make a copy)</li></ul>

**All Applications must be submitted with documents justifying the No-Fee/Official Passport Requirement (i.e. Orders, Deployment Notification, MFR, etc.)**

**EXAMPLE: Orders to a location that needs the Official Passport per the Electronic Foreign Clearance Guide.**

**All Passport Applications MUST be printed from the website listed above; this will create a 2D barcode used/required by the State Department to process the application.**

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

### **\*\*NOTE: FOR CHILDREN BOTH PARENTS NEED TO ATTEND APPOINTMENT\*\***

\*(For any child under 16 when a parent is unavailable to sign) DS 3053 Statement of Consent OR DS 5525 Statement of Exigent/Special Family Circumstances <http://travel.state.gov/content/passports/english/passports/under-16.html>

\*For newborn children without SSN, SSN will be 000-00-0000.

### **Important Notes for Filling out Application**

- Must use the below address for Mailing Address: Unit 4622, APO AE 09494-4622
- Permanent address MUST use UK Physical address
- Your phone Number: Choose your UK home/work or cell **\*\*Not a US Number\*\***

**\*\*Effective 1Nov2016 wearing of eye glasses will no longer be acceptable except under special conditions.**

- Photos can be obtained at Croughton Arts and Craft Center for \$10 each. Hours of operation 0900-1500 (Tues-Friday) DSN: 236-8541 Comm: 0128-070-8541

**STOP: DO NOT SIGN YOUR APPLICATION! ALL APPLICANTS MUST BE PRESENT TO SIGN IN FRONT OF THE PASSPORT AGENT**