

# TOURIST PASSPORT

**Applicant must be present at 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.**

**(Tourist 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 applying as an adult</b> <ul style="list-style-type: none"><li>•DS11 application form</li><li>•Fee: \$165 Money Order or Cashier's check payable to US Department of State</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 tourist passport OR you possess a no-fee/ official passport</b> <ul style="list-style-type: none"><li>•DS82 application form</li><li>•Fee: \$130 Money Order or Cashier's check made payable to US Department of State</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>•Fee: \$135: Money Order or Cashier's check made payable to US Department of State</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 tourist passport OR you possess no-fee/ official passport</b> <ul style="list-style-type: none"><li>•DS11 application form</li><li>•Fee: \$135: Money Order or Cashier's check made payable to US Department of State</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 printed from the "Form Filler" on the website listed below; a 2D barcode will be created and this is 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>

\*Affidavit of Support- may be needed if child born out of wedlock

\*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 1 Nov 2016 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
- Money Orders/Cashiers Check can be obtained from the Post Office or Community Bank on Base
- Through our location, passports **will not** be expedited per the Department of State. If you need an Emergency passport or for your passport to come back sooner, please contact the Embassy in London at 020 7499 9000.

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