

673rd MPS OFFICIAL MILITARY PASSPORT APPLICATION INSTRUCTIONS MAR2019

One-on-one Walk-in Passport Application Processing Clinic: Every Tuesday 0800-1200 & 1300-1500
Please sign in at the People Center Room 111A Kiosk under Career Development - Passports/Visa's.
You must have all completed and listed required items in order to submit a Passport Application.

Questions? Contact the Passport Office:

DSN: 552-8080 option 2, option 5

E-mail: 673FSS.FSMPS.BasePassports@us.af.mil

NOTE: For those members deploying with their unit as a whole, please have your Unit Deployment Manager contact the Passport Office to arrange processing.

All No-Free (Official/Dependent) passports are processed through the Department of State (DoS). Only **TYPED** applications will be accepted, complete all applications through: <https://pptform.state.gov>

Below are some “**Common Application Errors**” that have been reported by JBER Passport Agents. Please pay close attention to these areas to prevent the passport agent from being unable to accept your application.

- **ALL** information must be filled in to include optional items; these items are needed by the passport agent to complete their portion of your application such as: Middle Name, Suffix (if applicable), Email Address, and Phone Number.
Occupation example: Military, Homemaker, Student, Child, etc.
Employer or School example: USAF, Self-Employed, University of Alaska, etc.
- The mailing address **MUST** be the below address and **MUST** be filled out as follows:
Street Address 1 - 8517 20th Street
Street Address 2 - Suite 111
City, State, Zip - JBER, AK 99506
In Care Of: Passport Agent
“Is This Your Permanent Address?” Mark “No” and fill in your **PHYSICAL** address.
- In the “Travel Plans” section, you **MUST** be traveling to a country that requires you to have a passport per the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). Passport Agents **CANNOT** process your application if this section is blank. You must also include anticipated travel dates.
- In the “Who should we contact in case of an emergency?” section, you must list a person and their contact information but **NOT** yourself. Your spouse, parents, sibling, etc. are acceptable.
- In the “Your Most Recent Passport” section, “Have you ever been issued any of the following?” you must mark “None” **UNLESS** you have/previously had an Official/No-Fee Passport. If you list your tourist passport book/card information your form will be incorrect and the passport agent will not be able to accept your application.
- In the “Parent & Spouse Information” section, when listing your parent’s information, it **MUST** exactly match your birth certificate to include complete First, Middle, and Last Name. You **MUST** list your mother’s maiden name in the block “Last Name (at Parent’s Birth).” You **MUST** list Date of Birth and Place of Birth for both parents. (If Unknown, put Unknown do not leave field blank)
- In the “Are you known by other names?” section, only list previous official names such as a maiden name, **DO NOT** list nicknames.
- In the “Passport Application Review” section, please review and edit any mistakes. You **CANNOT** make pen & ink changes to the application.
- In the “Passport Products and Fees” section, select Passport Book (**DO NOT** select 52 Page Book), select Routine Service (default), and select Standard Delivery (default). The total cost is \$135, but do not worry. You **WILL NOT** have to pay anything or enter any credit card information.
- In the “Next Steps” section, select that you have read and acknowledge the steps and information contained above, select Create Form, and print pages 5 & 6 of the application on separate sheets of paper (not back-to-back). Ensure there is a bar code on the top left of page 5 and ensure that your printer has enough toner (applications that do not have a bar code or are not printed legibly cannot be accepted).

What to bring with you:

- a) **Completed DS-11 or DS-82 form** for each applicant (pages 5 & 6 only and must be on separate sheets of paper, not back-to-back). **DO NOT SIGN FORM BEFORE BRIEFING**
- b) **2 - 2" x 2" passport sized photos.** Ensure your photos are the correct size, passport agents will not cut photos improperly sized. Photos can be taken at various locations (Public Affairs (Call 552-2906 for appointment photos are free of charge), Fred Meyer, Costco, Wal-Mart, Walgreen's, and Dimond Mall). Reminder: Passport photos **CANNOT** be taken in Military Uniform or previous used passport photos, do not staple the pictures.
- c) **Photo copy of front and back of your Military ID** (CAC or dependent ID)
- d) **Copy of PCS/TDY/Deployment Orders with destination that requires a passport. If applying for dependent passport they also must be listed on the orders.**
 - When orders are not available, DoD members/units may request official passports using one of these three waiver options: 1) a memo in lieu of orders(1-35 personnel); 2) a deployment/movement memorandum(36-400 personnel); 3) a passport waiver request (unit continual rotation). - The Directorate of Executive Travel (DET) handles the vetting of official passport waiver requests. Please contact Passport Agent for addition information and example waivers.
 - Command sponsorship assignments with approved dependents and diplomatic position assignments needing diplomatic passport requests do not apply to these exception options.
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- e) **Proof of US citizenship:** State certified birth certificate, Naturalization certificate, previous/current passport, etc. **NOTE:** Notarized copies are not acceptable for passport purposes. The birth certificate must be State Certified with a raised seal. Birth certificates are required for dependents under the age of 16 even if they have a previously issued passport. **NOTE:** *Photo copy of front and back are required of primary U.S. citizenship evidence such as a certified birth certificate, naturalization certificate, consular report of birth abroad, and certificate of citizenship.*
If you need to obtain certified copies of birth or marriage certificates, visit:
<http://www.vitalchek.com/>
http://www.travel.state.gov/passport/get/first/first_825.html (Consular Report of Birth Abroad)
- f) **Previously issued passport** (if applicable; required for renewal of same type of passport, can be used as proof of citizenship unless applying for a dependent that is younger then 16 years).
- g) **Verification of name change** if applicant's name is different from citizenship evidence (**marriage certificate, divorce decree, court documentation of name change**, etc) this also includes if dependents birth certificate has previous name before marriage/divorce/name change.

Note 1: for travel through Canada: *Dependents 15 and younger will travel with a certified copy of their birth certificate and need to be on orders. Always contact the Border Agency before traveling for additional requirements.*

Note 2: for Dependent Applications: *Applications for children under the age of 16 must be signed by both birth parents. If both birth parents are not available to sign the application please submit a DS3053 (**must be original and notarized and within 30 days**).*

Did You Know?

- All applicants **MUST** be physically present to execute the Passport Application.
- When you are notified that you or your family's passports/visas have arrived, each member must pick up their own passport/visa. (EXCEPTION: underage children/POA).