

## TOURIST: FIRST TIME ADULT APPLICANTS AND CHILDREN UNDER THE AGE OF 16



# PASSPORT CHECKLIST



### For adults who have NEVER had a passport of any kind, were previously issued a passport as a child or for children under the age of 16.

- └ **Go to website:** <https://optform.state.gov> and complete questionnaire. Application MUST be typed using online version with 2d barcode ONLY!! You cannot print and write on the application—it will be rejected (no exceptions)!
- └ Your mailing address will be as shown below:

1 <sup>st</sup> Street /RFD # Block:	<b>786 FSS/FSPS PASSPORTS</b>	Country:	<b>USA</b>
2 <sup>nd</sup> Street/RFD # Block:	<b>UNIT3220</b>	Zip Code:	<b>09094</b>
City:	<b>APO</b>	In Care Of:	<b>RAMSTEIN</b>
State:	<b>AE (EUROPE)</b>		
- └ **When asked if this is your permanent address, you MUST check the box “NO”**
- └ Permanent address must be your physical address (not the PSC/CMR box)
- └ Point of Contact number must be your local #, cell phone or sponsor’s DSN
- └ E-mail address is your government e-mail address OR your sponsor’s government e-mail address (for dependents)
- └ Emergency Contact must be someone not traveling with you (Please list their physical address, no PSC/CMR box)
- └ Parent’s information must be filled out and match the birth certificate — **ALWAYS LIST MOTHER’S MAIDEN NAME – NO EXCEPTIONS!**
- └ For other names known, list all previous names you have had. Please do not put NO or N/A or nicknames; only legal names (i.e. maiden name, previous marriage name)
- └ **If you had a passport before, please include your passport information (info must mirror your passport). If you have a no-fee and tourist passport, use the info from your most current passport and bring both.**
- └ You must select **PASSPORT BOOK** and below that you must select **52 PAGE BOOK** to be able to select the **NEXT** button, then **CREATE FORM** to populate the DS-11 and print out pages **5&6** only. **NOTE:** Pages must be single-sided and on letter-size format paper.
- └ You must include travel plans (passports are issued by priority of travel date)
- └ Bring your **ORIGINAL** Birth Certificate, Naturalization Certificate or Born Abroad Certificate (whichever is applicable). **NOTE:** All children under the age of 18 must submit a birth certificate regardless of having a previous passport; the document will be submitted with the passport application
- └ Bring applicant’s passport(s) (if applicable) and CAC or dependent ID card (for children, bring parent’s CAC or ID cards)
- └ Bring any Divorce Decrees, Court Orders, Marriage Certificates if applicable (documents need to be **ORIGINAL**; if you do not have them, please visit [www.vitalchek.com](http://www.vitalchek.com) to order). **If not sure, please bring all documents you have!**
- └ Separate Money Order or Cashier Check for **\$135** per application for members under the age of 16 or **\$165** for anyone over the age of 16 applying for the first time for an adult passport or replacing a lost/stolen passport (**Made out to: Department of State**)
- └ 2 biometric passport photos (2x2”/51x51 mm) - photos cannot be older than 6 months or previously used in another passport (can be obtained at Arts & Crafts Center on base). **NOTE:** No eye glasses and white/military T-shirts permitted in passport photos. For more info: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>.
- └ **For Children under the age of 16, both biological parents and the child must be present to apply!**
- └ **ALL APPLICANTS MUST BE PHYSICALLY PRESENT, NO EXCEPTIONS! PLEASE DO NOT SIGN YOUR FORM!!! (You must sign it in the presence of a Military Passport Agent)**
- └ **All children 16 and older must be present when picking up the passport in order to sign for their own passport.**