

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://pptform.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 st Street /RFD # Block:	786 FSS/FSPS PASSPORTS	Country:	USA
2 nd Street/RFD # Block:	UNIT3220	Zip Code:	09094
City:	APO	In Care Of:	RAMSTEIN
State:	AE (EUROPE)		
- ☐ **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) Make sure to use your current tourist passport info; if you never had a tourist, use the no-fee passport info**
- ☐ 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 (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 to order). **If not sure, please bring all documents you have!**
- ☐ Separate Money Order or Cashier Check for **\$115** per application for members under the age of 16 or **\$145** 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 - photos cannot be older than 6 months or previously used in another passport (can be obtained at MOMS on base) **NOTE:** No Eye Glasses Permitted in Passport Photos
- ☐ **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.**

786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, please send an email to 786fss.passports@us.af.mil.