

PASSPORT OUTREACH EVENTS ONLY - TOURIST PASSPORT CHECKLIST

- DS-11—First-time applicants who never had a U.S. passport
- DS-11—First adult passport (age 16 and older)
- DS-11—Children under the age of 16
- DS-11—Renewal of a lost/stolen/damaged passport
- DS-82—Renewal of a 10-year adult passport if unexpired or expired less than 5 years ago
- DS-82—First tourist passport if in possession of an unexpired special issuance passport (no-fee) that was issued after the age of 16



Application Preparation

Complete Online Application: Go to <https://pptform.state.gov> and complete the questionnaire. **Application MUST be typed using the online version with a 2D barcode. Handwritten or fillable PDF applications will be rejected.**

Name: Please ensure your last, first and middle name matches your previous passport and/or your birth certificate/ other proof of citizenship. If your name doesn't match, please submit a name change document (e.g. marriage certificate, divorce decree, court order of name change etc.).

Your **MAILING** address will be as shown below:

1st Street/RFD # Block:	786 FSS/FSPS PASSPORTS	Country:	USA
2nd Street/RFD # Block:	OPC 2 Box 65	Zip Code:	09094-9001
City:	APO	In Care Of:	RAMSTEIN
State:	AE (EUROPE)		

Permanent Address: When asked if the mailing address is your permanent address, select "NO" and provide your physical German address. Please do not use diacritical marks (e.g. ä, ö, ü). Do not use an APO address (PSC/CMR box).

E-mail Address: Use your government e-mail address OR your sponsor's government e-mail address (for dependents).

Point of Contact (POC) Number: Provide your or your sponsor's DSN phone # (preferred) or local/cell phone #.

Travel Plans: Include travel plans (passports are issued by priority of travel date).

Emergency Contact: Provide contact information for someone NOT traveling with you, including their physical address. Do not use an APO address (PSC/CMR box).

Previous Passport Information (if applicable): Use expiring or expired tourist passport information. **Exceptions:** Use special issuance passport (SIP) information if 1) you never had a tourist passport, 2) your tourist passport expired over 5 years ago, or 3) applying for the first adult tourist passport and the SIP was issued after the age of 16.

Parent Information (applicable for DS-11s only): Fill out parent information EXACTLY as it appears on the birth certificate, including the MOTHER'S MAIDEN NAME.

Other Names: List all previous legal names held by the applicant (maiden name, previous marriage name). DO NOT use "NO", "N/A", or nicknames. Leave blank if not applicable.

Passport Book & Page Selections: Select "PASSPORT BOOK" → "ROUTINE SERVICE" → "STANDARD DELIVERY" → "NEXT". This will send you to another page where you must check the acknowledgment under the yellow box with Printing Instructions under Step 3. Then select "PRINT FORM". Print only pages 5 & 6 on letter-sized single-page paper (2 pages).

Bring the printed pages to the outreach event to apply in person.

Questions: Please send an e-mail to 786fss.passports@us.af.mil (allow 3-5 business days for a reply).

Required Documents for Application Acceptance at a Consular Outreach Event

Original Birth Certificate/Naturalization Certificate/Consular Report of Birth Abroad (CRBA) Certificate (required for DS-11/not required for DS-82): If you do not have the original document, please visit www.vitalchek.com to order a replacement. **NOTE:** All children under 18 must submit a birth certificate as proof of parentage, regardless of previously issued passport(s). This document will be submitted with the application. Applicants born overseas will need to submit **BOTH** the **CRBA** and the **Foreign Birth Certificate**. A certified English translation is required if the Foreign Birth Certificate is not in English. **Bring the original and a copy of the original document.**

Divorce Decrees/Court Orders/Marriage Certificates (if applicable): Bring **ORIGINAL** documents. If you do not have the original, please visit www.vitalchek.com to order a replacement. If unsure, bring all related documents you have. **Bring the original and a copy of the original document.**

Applicant's Passport(s) (if applicable for DS-11/required for DS-82): Bring current or expired passport(s) as applicable. This includes any SIP and/or tourist passports. Only bring expired passports if relevant (e.g. lost/stolen/damaged current passport). **Bring the passport(s) and a copy or copies of the passport(s).**

CAC/Dependent USID Card: **Bring the CAC or USID Card and a copy of either (front and back). For children, please bring the parent's CAC/USID Card and copies of them.**

Pay below fee online and **bring a print-out of the electronic payment confirmation.** Ensure you use the passport applicant's personal data to pay the correct fee. This payment method only applies to passport outreach events.

DS-11: <https://www.pay.gov/public/form/start/1274042472>

DS-82: <https://www.pay.gov/public/form/start/1156527186>

First-time applicant over age of 16	\$165	Adult Passport Renewal	\$130
Replacing a lost or stolen adult passport	\$165	Passport Book & Card (adult renewal)	\$160
Replacing a lost or stolen minor child passport	\$135	Passport Book & Card (first-time adult applicant)	\$195
Minor Child under the age of 16	\$135	Passport Book & Card (minor child under the age of 16)	\$150

Bring two (2) Biometric Passport Photos (2x2" / 51x51 mm): Photos cannot be older than 6 months or previously used in another passport. No eyeglasses or white/military T-Shirts allowed. Can be obtained at the Arts & Crafts Center on base (Bldg 2113) or the photo booth located in the KMCC Mall. **NOTE:** If you are opting to utilize the photo booth located in the KMCC Mall, **DO NOT** select "PASSPORT" as the photo size as it is not the correct size for U.S. passports. Please select the "VISA" option instead and verify that the photo size is in fact 2x2" before finalizing payment. See <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html> for more information.

Physical Presence Requirement, Appointment and Pick-up Info

Physical Presence:

- All applicants must be physically present—NO EXCEPTIONS.
- Children under the age of 16: Both biological parents and the child must be present to apply. Contact us to inquire on absent parent consent requirements or other circumstances.
- Children age 16 and 17: Only one parent and the child must be present to apply.
- Applicants age 18 and older: The applicant can apply by themselves. No parent is required to be present.
- **DO NOT SIGN THE FORM:** Applicants must sign the form in the presence of a Consular officer or staff member.

Pick-up Info: Every applicant age 16 or older must pick up their own passport and sign for it. Parents will pick up and sign for their children's passports (below age 16). Ask for exemptions if you are unable to pick up your own passport.