



PASSPORT CHECKLIST

APPLYING FOR A NO-FEE DEPENDENT PASSPORT (USAF & USSF)

- ☐ **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 the address below:
 - 1st Street /RFD # Block: **MITCHELL AVE, BLDG 2106 RM 110**
 - 2nd Street/RFD # Block: **C/O 786 FSS/FSPS**
 - City: **RAMSTEIN**
 - Country: **GERMANY**
 - Zip Code: **66877**
 - In Care of: **RAMSTEIN**
 - ☐ **When asked if this is your permanent address you MUST check the box “NO”**
 - ☐ Permanent address **MUST** be physical German Address (No PSC/CMR box)
 - ☐ Point of Contact number must be your local #, cell phone, or DSN #
 - ☐ E-mail address is your sponsor’s government e-mail address (this means no personal e-mail address)
 - ☐ Emergency Contact **MUST** be someone not traveling with you and be a physical address
 - ☐ When you get to the **“YOUR RECENT PASSPORT INFORMATION”** section, answer the questions as follow:
 - Do you have a Passport Book? **YES** (if you have a no-fee or tourist passport) or **NO**
 - Is it in your Possession, Lost, Stolen, or Mutilated? Select appropriate option.
 - Fill in Passport Information (enter info of most recent no-fee or tourist passport)
 - ☐ Include your parents’ information if required--please use mother’s **MAIDEN** name not her **MARRIED** name
 - ☐ Other names used: **DO NOT** put “NO” or “N/A” (unless you have a legal name change and can provide a source document, you will leave this field blank)
 - ☐ Your travel plans should read:
 - Date of Your Trip: Leave Blank
 - Date of Your Return: Will be the last day of your DEROS month/year: for example 09/30/2027
 - Countries to be Visited: type “GERMANY” only
 - ☐ Please select **PASSPORT BOOK**, then **NEXT** (you will not be required to submit any payment) and **CREATE FORM** to populate the applicable DS-11 or DS-82 form and print out pages 5&6 only. **NOTE:** Pages must be single-sided and on letter-size format paper. Bring the printed passport application to apply.
- Bring the following additional documents:**
- ☐ Passport (if applicable) and your ID Card
 - ☐ **ORIGINAL** Birth Certificate, Divorce Decrees, Court Orders, Marriage Certificates (if required and applicable). If you do not have the original documents, please visit www.vitalchek.com to order them.
 - ☐ Photos will be taken at our office at the time of application submittal
 - ☐ Sponsor’s PCS Orders
 - ☐ MPF/CC-signed Command Sponsorship Letter (only if dependents are not listed on original orders)
 - ☐ Document that shows your sponsor’s DEROS (have sponsor print an AMS SURF).
 - ☐ **CHILDREN UNDER THE AGE OF 16**
 - ☐ Bring child’s Original Birth Certificate
 - ☐ Bring child’s Passport
 - ☐ Both Biological Parents and the child must be present to apply for the passport!
 - ☐ **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)**

2 December 2024 - 786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, go to:
<https://waitwhile.com/accounts/ramsteinmpf/r?qr=true>. If you have any questions, please send an email to
786fss.passports@us.af.mil. Please allow 3-5 business days for a reply.