

Special Issuance Passport (SIP) Checklist

- Official or Diplomatic Passports for Eligible Military Personnel
- Official Passports for Eligible DoW Civilian Personnel
- Blue No-Fee, Official or Diplomatic Passports for Command-Sponsored Family Members of Military or Civilian Personnel



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 & Countries to be visited: Leave blank. Info will be submitted by the passport agent via a DD Form 1056.

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: Select "**Have a passport book (or card) and want to renew or replace it**" if you have an expired or unexpired SIP or tourist passport (or card) in your possession. Use expiring or expired SIP information if applicable. **Exceptions:** Use tourist passport (or card) information only if you never had an SIP or if your previous SIP expired over 5 years ago. Select "**First-time applicant, or do not want to submit most recent passport**" if you never had a SIP or tourist passport (or card) or if your SIP was lost, stolen or damaged (Please consult with the Passport Office on the severity of damage first).

Parent Information (if applicable for Form DS-11): 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 your appointment to apply in person.

Required Documents for Application Acceptance

Applicant's Passport(s): Bring any current passport(s) and/or passport card. This includes your expiring or expired SIP and tourist passport. Only bring expired passports if relevant (if you don't have a current passport).

Original Birth Certificate/Naturalization Certificate/Consular Report of Birth Abroad (CRBA) Certificate (only applicable for minor children, first-time adult applicants or lost/stolen passports): If you do not have the original, 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 CRBA and Foreign Birth Certificate**. A certified English translation is required if the Foreign Birth Certificate is not in English.

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.

CAC/Dependent USID Card: Must be unexpired and not expire within 30 days of application. For children, please bring the parent's CAC/USID Card.

Passport Photos: Will be taken at the Passport Facility. Civilian attire is available for applicants applying in uniform.

Documentation justifying the need to apply for a SIP (Foreign Clearance Guide must show SIP requirement):

Active duty USAF/USSF personnel: PCS/CED orders, fully funded and approved DTS authorization/routing list, Memo in Lieu of Orders (MILO), or passport waiver documentation. Bring itinerary if available.

Command-sponsored family members of active duty USAF/USSF personnel: Sponsor's PCS orders. Family members must be listed on PCS orders or have an MPF/CC-approved command-sponsorship memo to apply for an SIP. Bring a copy of the sponsor's AMS SURF listing their DEROS.

USAF/USSF civilians hired stateside and their command-sponsored family members: PCS orders (DD Form 1614) and transportation agreement (DD Form 1617). Family members must be listed on PCS orders or have a CPO-approved command-sponsorship memo to apply for an SIP. Extension approval memo (if applicable).

USAF/USSF Civilians Hired Locally: DTS travel authorization and DTS routing list for official TDY travel or approved MILO; ST Form 50 of initial hiring action; DD Form 214 (if applicable) and travel itinerary (if available).

MILOs: A template of the MILO can be requested from our office or your UDM. The MILO must be signed by an O-6 and approved by the DoW Passport Services Division at Ft Belvoir. A MILO is not authorized for family members.

Non-USAF/USSF Personnel: In addition to above listed documentation, other branch service members or civilians must bring a DD Form 1056 signed by a designated authorizing official from their military personnel division or their Civilian Personnel/Human Resources Office verifying the applicant's status and entitlement to a SIP IAW DODM 1000.21 and AEA Reg 600-290/CNE-CNA-C6F Inst 4650.2/USAFE-AFRAFICA Inst 36-3101.

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. Please 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.
- **DO NOT SIGN THE FORM:** Applicants must sign the form in the presence of a military passport agent.

Location: The Ramstein Military Passport Facility is located in Bldg 2106, Room 110.

SIP Application Hours: Mondays & Fridays: 0800 to 1100 hours and 1300 to 1500 hours

Appointment Bookings: <https://waitwhile.com/accounts/ramsteinmpf/r?qr=true>

Pick-up Info: Applicants will pick up their SIP upon e-mail notification of receipt. Sponsors may pick up SIPs for their family members. UDMs may pick up official passports for their unit members upon e-mail notification of receipt.

Questions: Please send an e-mail to 786fss.passports@us.af.mil (allow 3-5 business days for a reply). Please visit our office in case of an emergency or write **EMERGENCY** in the e-mail subject line.