

## TOURIST: ADULTS WHO PREVIOUSLY HAD A TOURIST OR NO-FEE PASSPORT



# PASSPORT CHECKLIST



### RENEWING AN ADULT PASSPORT

- ┌ **Go to website:** <https://poptform.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: **786 FSS/FSPS PASSPORTS**
  - 2<sup>nd</sup> Street/RFD # Block: **UNIT3220**
  - City: **APO**
  - State: **AE (EUROPE)**
  - Country: **USA**
  - Zip Code: **09094**
  - In Care Of: **RAMSTEIN**
- ┌ **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 physical address, no PSC/CMR box)
- ┌ **Include your passport information (this info must mirror your expiring passport). If you have a no-fee and tourist passport, use the info from your most current passport and bring both.**
- ┌ Include travel plans if applicable (passports are issued by priority of travel date)
- ┌ In order to print the form with the 2D bar code, you will need to: 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-82 and print out pages **5&6** only. **NOTE:** Pages must be single-sided and on letter-size format paper.
- ┌ Bring your current passport
- ┌ Bring your CAC or dependent ID card
- ┌ Bring any Divorce Decrees, Court Documents, 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 **\$130** per application (**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, go to: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>.
- ┌ **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)
- ┌ **Ensure CAC/ID card is current within 30 days after you apply**

Apr 25 - 786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, go to: <https://waitwhile.com/accounts/ramsteinmpf/r?qr=true>.

Tourist Passport applications are accepted **Tuesdays & Thursdays** from 0800 to 1100 & 1300 to 1500 hrs.

If you have any questions, please send an email to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil). Please allow 3-5 business days for a reply.