

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



PASSPORT CHECKLIST

RENEWING AN ADULT PASSPORT

- ☐ **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:
 - 1st Street /RFD # Block: **786 FSS/FSPS PASSPORTS**
 - 2nd 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). Make sure you use your current tourist passport information, if you do not have a tourist, use the No-Fee passport info.**
- ☐ 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 to order). **If not sure, please bring all documents you have!**
- ☐ Separate Money Order or Cashier Check for **\$110** per application (**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
- ☐ **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)**

16 Apr 18 - 786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, go to: <https://booknow.appointment-plus.com/y7jgzct0/>. Customer Service Walk-in Hours are: 0900-1400 hrs on Mon/Tue/Wed/Fri & 0800-1300 hrs on Thu. If you have any questions, please send an email to 786fss.passports@us.af.mil. Please allow 48 hours or less for a reply.