

NO-FEE OR OFFICIAL PASSPORT APPLICATION CHECKLIST

- Renew an Expired or Expiring Passport (Applicants 16 Years or Older)

This checklist is only for the following circumstance; please make sure you are using the correct checklist:

- You are 16 years of age or older, and
- Already have a tourist or no-fee or official passport which was issued to you when you were 16 years of age or older, and
- You need to renew the no-fee or official passport because it's expired or expiring

Note:

- If the passport was issued to you when you were under 16 years of age, or was issued more than 15 years ago, use this checklist instead
- If you need to renew a tourist passport (not a no-fee or official passport), click here instead

If you have any questions about this checklist, please call 226-2411.

NO	ACTION
1.	<p>Obtain the following documents:</p> <p>1.1. One (1) copy of sponsor's PCS Orders or Letter of Employment to Misawa or TDY/Deployment Orders or copy of Command Sponsorship Letter (for children not on orders but born in Misawa and command sponsored.)</p> <p>1.2. One (1) photocopy and the original proof of name change, for example:</p> <ul style="list-style-type: none"> • Marriage Certificate (if your name changed due to marriage) • Divorce Decree (if your name was changed due to divorce) • Court order for name change <p>1.3. Two (2) photos</p> <ul style="list-style-type: none"> • Obtain free from Public Affairs (PA), Bldg. 507, Room 133, DSN: 315-226-3075; walk-ins every Friday ONLY, from 0930-1530. Bring Sponsor's orders and/or command sponsorship letter as authorization, otherwise PA may deny service. • Ensure each photo meet the following requirements: <ul style="list-style-type: none"> ◦ In color ◦ 2x2 inches in size ◦ Printed on thin, photo-quality paper ◦ Taken within the past six (6) months, showing current appearance ◦ Full face, front view with a plain white or off-white background ◦ Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head ◦ Taken in normal street attire (no uniforms, no headgear, no eyeglasses) ◦ Medical or religious attire worn daily is acceptable and must be accompanied by a statement to that effect

NO	ACTION
	<p>1.4. All previous issued U.S passports, if still in your possession **NOTE: If you have a tourist passport, we will take a photocopy of it at your appointment to submit with application</p> <p>1.5. One (1) photocopy of front and back of ID/CAC card</p> <p>1.6. DS-82 – fill out online at pptform.state.gov and print. The printout should have a bar code in the left-hand corner of the form.</p> <p>1.7. DD Form 1056 – fill out and print; • Fill out highlighted portions only, especially destination, date departed, and length of stay</p>
2.	<p>Please make sure that you have all documents before setting up an appointment with the Passport Office.</p> <p>Set up an appointment with the Passport Office by e-mailing 35fss.passports.1@us.af.mil or calling 226-2411.</p> <p>Failure to bring all necessary documents will suspend your application and delay processing. No photocopies will be provided by the Passport Office or MPS.</p> <ul style="list-style-type: none"> • If one of the parents cannot attend and both parents are U.S. citizens, the attending parent must also bring a: <ol style="list-style-type: none"> 1) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services • If one of the parents is a non-U.S. citizen and the U.S. citizen parent cannot attend, the non-U.S. citizen parent must also bring the following two (2) documents: <ol style="list-style-type: none"> 1) Completed and notarized Affidavit of physical presence or residence, parentage and support 2) Completed and notarized Form DS-3053, Statement of Consent Note: 35 FW/JA provides notary services
	<p>During the appointment, your documents will be reviewed and validated by the Passport Office.</p> <ul style="list-style-type: none"> • If documents are missing or incomplete, the application will be suspended and another appointment must be scheduled (see step 2 above) • If documents are complete, the Passport Office will mail out your application <p>The Dept of State (DoS) will process the application. If approved, the application and passport will be mailed to the Passport Office.</p> <p>The Passport Office will review the approved application and passport to ensure all documents were returned.</p> <ul style="list-style-type: none"> • If the package is missing any paperwork, the Passport Office will notify the DoS and secure the application and passport until DoS responds • If the package is complete and the passport is correct, the Passport Office will notify you to pick up the passport
3.	<p>You can check the status of your application here: https://pptform.state.gov/PassportWizardMain.aspx</p>
4.	<p>When notified by the Passport Office, pick up the passport Mon-Fri between 1–3 p.m.</p>