

# **CORRECTION TO PASSPORT/ UPDATING EMERGENCY PASSPORT CHECKLIST**

**100 FSS/Passport Office**

**Mon-Thurs 0830-1500 Walk-In For Passport Pick-Ups**

**Appointments only:**

**Book Appointment: <https://rafmildenhallpassports.setmore.com/>**

**Closed every Friday for processing**

**CLOSED: Second Thurs of the month, USAFE Family Days, US Federal Holidays, and Goal Days**  
**100fss.passport@us.af.mil / DSN: 238-2222/5440 / COMM: 01638 54 2222**

*Purpose of this action:* If you were recently issued a passport that had incorrect information on the data page (incorrect name, date of birth, etc.) or an emergency passport, and it was issued **LESS THAN ONE YEAR AGO**, you may submit a DS-5504 application to have the passport book amended at no extra cost. This also applies for name changes once married, divorced, or by court order.

*(Passport processing will take APPROXIMATELY 12 weeks from Mail Out Date; processing cannot be expedited overseas)*

Items Required:

## **Correction to Tourist Passport:**

- DS-5504 Application Form (application **MUST** be filled in online/ link on second page)
- (2) Two Passport Photos Size 2x2

(Locations: Bob Hope Community Center Bldg. 404 01638542579. Photos must be taken within the last 6 months/ no glasses)\*)

- Incorrect Tourist Passport (Tourist Passport **MUST** be mailed with application)
- Copy of Photo ID (front and back - military or Driver's License)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate to show correct information
- Original Marriage Certificate/Divorce Decree/Court Order for name change (if applicable)

(NOTE: IF INFORMATION IS NOT CORRECTED WITHIN (1) ONE YEAR OF ISSUANCE, YOU WILL HAVE TO RENEW YOUR PASSPORT TO HAVE THE INFORMATION CHANGED AND PAY ALL APPLICABLE RENEWAL FEES.)

## **Correction to No-Fee or Official Passport:**

Items Required:

- DS-5504 Application Form (application **MUST** be filled in online/ link on second page)
- (2) Two Passport Photos Size 2x2

(Locations: Bob Hope Community Center Bldg. 404 01638542579. Photos must be taken within the last 6 months/ no glasses)

Incorrect No-Fee or Official Passport

(No-Fee/Official Passport **MUST** be mailed with application)

- Copy of Photo ID (front and back of military ID)
- Original US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate to show correct information
- Original Marriage Certificate/Divorce Decree/Court Order for name change (if applicable)

**For Members 15 and Under:** Only one parent and child need to be present at the appointment.

## **Update Emergency Passport:**

Items Required:

- DS-5504 Application Form (application **MUST** be filled in online/ link on second page)
- (2) Two Passport Photos Size 2x2

(Locations: Bob Hope Community Center Bldg. 404 01638542579. Photos must be taken within the last 6 months/ no glasses)

- Emergency Tourist Passport (Tourist Passport **MUST** be mailed with application)
- Copy of Photo ID (front and back - military or Driver's License)
- Copy of US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate

(NOTE: IF INFORMATION IS NOT CORRECTED WITHIN (1) ONE YEAR OF ISSUANCE, YOU WILL HAVE TO REAPPLY FOR YOUR PASSPORT TO HAVE THE INFORMATION CHANGED AND PAY ALL APPLICABLE APPLICATION FEES.)

# CORRECTION TO PASSPORTS & UPDATING EMERGENCY PASSPORTS

## ONLINE APPLICATION GUIDANCE

Link: <https://pptform.state.gov/?AspxAutoDetectCookieSupport=1>

1. Click "SUBMIT" under Complete Online & Print.
2. Complete the questionnaire. The correct form will populate at the end with a 2D bar code on the left had side.

**First Screen:** Enter applicant personal information

**Second Screen:** Mailing address must be entered *EXACTLY* as follows:

Street Address: ***100 FSS/FSMPS PASSPORT OFFICE***

Street Address 2: ***Unit 4702***

City: ***APO***

Country: ***United States***

State: ***AE***

Zip: ***09459***

*(Note: After listing this mailing address, you must list a personal permanent address, this will be your home of record or your UK address.)*

Use your Government email address if one is assigned to you, as this will make it easier for the DOS to contact you if they run into issues with your application

**Third Screen:** Enter dates of upcoming travel (if applicable)

**Fourth Screen:** Emergency Contact Information (Someone not traveling with you)

\*Emergency Contact Information must be filled in or application will not be accepted at our facility

**Fifth Screen:** Enter your most recent passport information

**Sixth Screen:** Applicant must enter all parental information as it appears on their birth certificate (if applicable)

- Enter incorrect passport information or emergency passport information

- Only put unknown if one parent is not on the applicant's birth certificate

**Seventh Screen:** Enter other names used (if applicable)

ALL APPLICATIONS MUST BE PRINTED ON 8 1/2 X 11 PAPER.

**STOP: DO NOT SIGN YOUR APPLICATION!**  
**ALL APPLICANTS MUST SIGN IN FRONT OF THE PASSPORT AGENT.**

**Please Note: We will not hold on to any documents or complete any forms online for the member. Failure to provide all required documents and correctly filled out forms will result in the appointment being rescheduled for a later date.**

**THERE IS NO EXPEDITE SERVICE OVERSEAS.**