

NO-FEE 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 No-Fee Passport: The no-fee passport can only be obtained if dependents are on orders or command sponsored and are stationed overseas. This passport CANNOT be used for leisure travel. It can only be used when entering the country, the member is stationed at. If the member requires a visa, it will also be placed in the no-fee passport.

*(No-Fee passport processing will take **APPROXIMATELY 12 weeks from Mail Out Date**)*

NOTE: APPLICATIONS MUST BE PRINTED ON 8 1/2 X 11 PAPER

For Members Age 16 and Over

Initial No-Fee Passport / Replacement/Renewal of Lost No-Fee Passport / First Adult Passport:

Items Required:

- DS-11 Application Form (application **MUST** be filled out online/ link on second page)

- (2) Two Passport Photos Size 2x2 *Background Must be Plain white /Off-White

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

- Copy of Photo ID (front and back of military ID)

- Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate

- **(Original MUST be mailed off with application)**

If passport was lost/stolen, a DS-64 will need to be completed and submitted with application

- Copy of PCS orders

(<https://eforms.state.gov/Forms/ds64.pdf>)

- Approved Command Sponsorship (if applicable)

- Copy of Tourist Passport (if replacing a lost No-Fee Passport while holding a valid Tourist Passport)

Initial No-Fee Passport but holds Tourist Passport or Renewal of No-Fee Passport:

Items Required:

- DS-82 application form (application **MUST** be filled out online/ link on second page)

- (2) Two Passport Photos Size 2x2*Background Must be Plain white /Off-White

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

- Copy of Photo ID (front and back of military ID)

- Expiring/ Expired No-Fee Passport (no-fee passport **MUST** be mailed with application form if passport is expired or is to expire within the 60 days prior to travel date)

- Copy of Tourist Passport

- Copy of PCS orders/

- Approved Command Sponsorship (if applicable)

For Children Age 15 and Under- Minor Passport

Initial No-Fee Passport / Initial No-Fee but Holds Tourist Passport / Renewal of No-Fee:

Items Required:

- DS11 application form (application **MUST** be filled in online/ link on second page)

- (2) Two Passport Photos Size 2x2 *Background Must be Plain white /Off-White

- (Locations: Bob Hope Community Center Bldg. 404 01638542579 Photos must be taken within the last 6 months* No Glasses)

- Progression photos: Only if child's passport was issued under 5 years old

(1 per year from when original passport was issued, will be sent with application)

- Original US Birth Certificate/ Consular Report of Birth Abroad / Naturalization Certificate

(copy will be accepted for renewals only)

- Copy of Parents' Photo ID (front and back of military ID)

- Copy of Tourist (if applicable)

- Expiring/Expired No-Fee Passport ((no-fee passport **MUST** be mailed with application form if passport is expired or is to expire within the 60 days prior to travel date)

- Copy of PCS orders

- Approved Command Sponsorship (if applicable)

- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent including a notarized photocopy of their ID (if applicable)

- If passport was lost/stolen, a DS-5503 will need to be completed and submitted with application

Both parents and child need to be present at the appointment. If only one parent can attend the appointment, a notarized DS-3053 and notarized copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)

NO-FEE PASSPORT ONLINE APPLICATION GUIDANCE

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

1. Click the box next to: "I have read the Privacy Act..."/ Click "SUBMIT"
2. Click "SUBMIT" under Complete Online & Print.
3. 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***

Zip: ***09459***

Is This Your Permanent Address?

You must click no for permanent address

Input your ***Physical Address*** (where you lay your head *UK address) or ***Home Of Record***

Preferred Method of Communication

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

Third Screen: Enter dates of upcoming travel (MUST BE COMPLETED)

- Start Date: 2 months from the day of your appointment
- End Date: DEROS Date
- Countries: United Kingdom or Country Sponsor is PCSing to

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 (if applicable)

- Enter Tourist or No-Fee Passport Information

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

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

Seventh Screen: Enter other names used (if applicable) ***Follow the next screens until you are able to create the application and print****

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 appointment being rescheduled for a later date.