

PASSPORT APPLICATION INSTRUCTIONS (for official travel only) as of Oct 2016

**Passport Clinic: Every Tuesday one-on-one Passport Walk in Hours 0800-1530 (Closed for lunch from 1200-1300). Please sign in at the Customer Service Lobby Room 111A.
You must have all required items listed below completed in order to submit your Passport Application.**

Questions? Contact the Passport Office:

DSN: 552-8080 option 2

E-mail: 673FSS.FSMPS.BasePassports@us.af.mil

NOTE: For those members deploying with their unit as a whole, please have your Unit Deployment Manager contact the Passport Office to arrange processing.

Official and No-Fee Dependent passports are processed through the Department of State (DoS).

Only **TYPED** applications will be accepted. Applications can be completed through the Passport Wizard at: <https://pptform.state.gov>.

Below are some “**Common Application Errors**” that have been reported by JBER Passport Agents. Please pay close attention to these areas to prevent the passport agent from being unable to accept your application.

- **ALL** information must be filled in to include optional items; these items are needed by the passport agent to complete their portion of your application such as: Middle Name, Suffix (if applicable), Email Address, and Phone Number.
Occupation example: Military, Homemaker, Student, Child, etc.
Employer or School example: USAF, Self-Employed, University of Alaska, etc.
- The mailing address **MUST** be the below address and **MUST** be filled out as follows:
Street Address 1 - 8517 20th Street
Street Address 2 - Suite 111
City, State, Zip - JBER, AK 99506
In Care Of: Passport Agent
“Is This Your Permanent Address?” Mark “No” and fill in your **PHYSICAL** address.
- In the “Travel Plans” section, you **MUST** be traveling to a country that requires you to have a passport per the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). Passport Agents **CANNOT** process your application if this section is blank. You must also include anticipated travel dates.
- In the “Who should we contact in case of an emergency?” section, you must list a person and their contact information but **NOT** yourself. Your spouse, parents, sibling, etc. are acceptable.
- In the “Your Most Recent Passport” section, “Have you have ever been issued any of the following?” you must mark “None” **UNLESS** you have/previously had an Official/No-Fee Passport. If you list your tourist passport book/card information your form will be incorrect and the passport agent will not be able to accept your application. Official/No-Fee Passports must be submitted with application.
- In the “Parent & Spouse Information” section, when listing your parent’s information, it **MUST** exactly match your birth certificate to include complete First, Middle, and Last Name. You **MUST** list your mother’s maiden name in the block “Last Name (at Parent’s Birth).” You **MUST** list Date of Birth and Place of Birth for both parents. (If Unknown, put Unknown do not leave field blank)
- In the “Are you known by other names?” section, only list previous official names such as a maiden name, **DO NOT** list nicknames.
- In the “Passport Application Review” section, please review and edit any mistakes. You **CANNOT** make pen & ink changes to the application.

- In the “Passport Products and Fees” section, select Passport Book (**DO NOT** select 52 Page Book), select Routine Service (default), and select Standard Delivery (default). The total cost is \$135, but do not worry. You **WILL NOT** have to pay anything or enter any credit card information.
- In the “Next Steps” section, select that you have read and acknowledge the steps and information contained above, select Create Form, and print pages 5 & 6 of the application on separate sheets of paper (not back-to-back). Ensure there is a bar code on the top left of page 5 and ensure that your printer has enough toner (applications that do not have a bar code or are not printed legibly cannot be accepted).

What to bring to your Passport Briefing:

- a) Completed DS-82 or DS-11 form for each applicant (pages 5 & 6 only and must be on separate sheets of paper, not back-to-back). **DO NOT SIGN FORM BEFORE BRIEFING**
- b) 2 - 2” x 2” passport sized photos. Ensure your photos are the correct size, **passport agents will not cut photos** improperly sized. Photos can be taken at various locations (Public Affairs (Call 552-2906 for appointment photos are free of charge), Arctic Oasis, Fred Meyer, Costco, Wal-Mart, Walgreen’s, and Dimond Mall). Reminder: **Passport photos CANNOT be taken in Military Uniform.**
- c) Photo copy of front and back of Identification (Preferably used your Military ID (CAC or dependent ID) State Issued ID or Driver’s License can also be used) (must be on separate sheets of paper)
- d) Proof of US citizenship: State certified birth certificate, Naturalization certificate, previous/current passport, etc. **NOTE:** Notarized copies are not acceptable for passport purposes. **The birth certificate must be State Certified with a raised seal.** Birth certificates are required for dependents under the age of 16 even if they have a previously issued passport. If you need to obtain certified copies of birth or marriage certificates, visit:
<http://www.vitalchek.com/>
http://www.travel.state.gov/passport/get/first/first_825.html (Consular Report of Birth Abroad)
- e) Previously issued passport (if applicable; required for renewal of same type of passport, can be used as proof of citizenship).
- f) **Verification of name change if applicant’s name is different from citizenship evidence (marriage certificate, divorce decree, court documentation of name change, etc) this also includes if dependents birth certificate has previous name before marriage/divorce/name change.**

NOTE: *Second passport policy has changed, if you require a second passport, please contact a passport agent for the most up-to-date information (Contact information is at the top of the first page)*

Note for travel through Canada: Only dependents age 16 and older must have passports. Any type of passport is acceptable (regular/tourist, official, no-fee, etc). Dependents 15 and younger will travel with a certified copy of their birth certificate. Active duty members are exempt from the passport requirement but should travel with their birth certificate as well as ID and PCS/NATO orders. Always contact the Border Agency before traveling.

Please be aware that all applicants **must** be present. Applications for children under the age of 16 must be signed by both birth parents. If both birth parents are not available to sign the application please submit a **DS3053 (must be original and notarized)**.

Did You Know?

- All applicants **MUST** be physically present to execute the Passport Application.
- When you are notified that you or your family’s passports/visas have arrived, each member must pick up their own passport/visa. (**EXCEPTION: underage children**).