316 FSS PASSPORT APPLICATION INSTRUCTIONS CAO 18 Sep 26 (Official/No-Fee only)

316th Force Support Squadron Passport Agency:

Every **Monday, Wednesday** and **Friday** between **0900-1500** by Appointments **ONLY**. Please sign in at the Customer Service Lobby. You must have all required items listed below in order to submit your Passport Application.

Questions? Contact the Passport Office:

DSN: 858-3915 or Commercial: 301-981-3915 / E-mail: 316.fss.passports@us.af.mil

Booking Link: https://outlook-dod.office365.us/book/JBAndrewsMPFPassportOffice@bookings.af.mil/?ismsaljsauthenabled

All Official/No-Fee (Member/Dependent) passports are processed through the Department of State (DoS). Only **TYPED** applications can be accepted, and must be completed through: travel.state.gov

Below are some **"**Common Application Errors**"** that have been reported by 316 FSS Passport Agents. Please pay close attention to these areas to prevent the passport agent from not being able to accept your application.

■ In the "About the Application" section, **ALL** information must be filled in to include optional items. These items, such as: Middle Name and Suffix (if applicable), are needed by the passport agent to complete their portion of your application.
Occupation examples: Military, Homemaker, Student, Child, etc.
Employer or School examples: US Air Force, Self-Employed, University of Maryland, etc.

■ In the "Travel Plans" section, you **MUST** list anticipated travel dates and you **MUST** list your location. This location must require an Official/No-Fee Passport IAW the Foreign Clearance Guide (vhttps://www.fcg.pentagon.mil/). Passport Agents **CANNOT** process your application if this section is blank or if the country listed does not require a passport. Orders (Deployment, TDY, PCS, etc.) must be provided to support your application.

■ In the "Who should we contact in case of an emergency" section, you **MUST** list a person and their contact information that is not traveling with you.

■ In the "Applicant's 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 (City & State) 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 $110 (**DO NOT** select 52 Page Book), select the default Routine Service (FREE), and select the default Standard Delivery (FREE). 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 "I 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 (**DO NOT** print application back-to-back on one sheet of paper). 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 appointment with the Passport Agent:

■ One (completed) DS-11 or DS-82 for all applicants (pages 5 & 6 only, must be on separate sheets of paper). **DO NOT** sign applications before seeing the Passport Agent.

■ Two 2" x 2" passport photos. Ensure your photos are the correct size; passport agents **WILL NOT** cut photos improperly sized. Photos can be taken at various locations such as 316th Wing Public Affairs (call 240-612-4428 for appointment), CVS, Image Awards, Walmart, Walgreen's, etc. Passport photos cannot be taken in Military Uniform (to include sand tees), must be current and cannot have been used in a previous passport.

■ Colored, photo copy of front and back of your Military ID on ONE sheet of paper (CAC or Dependent ID). For children applications, you must provide a copy of both parents Military ID (CAC or Dependent ID).

■ Copy of PCS, TDY and/or Deployment Orders with destination that requires a passport per the Foreign Clearance Guide 2.0. If applying for dependent passport they must be listed on the orders. NATO Orders will not be accepted by the Department of State.

■ Original Proof of US citizenship such as: State certified birth certificate, naturalization certificate, previous/current passport, etc. 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, purchase them through sites such as: http://www.vitalchek.com/

■ Previously issued Official/No-Fee passport (if applicable; REQUIRED for renewal of same type of passport and can be used as proof of citizenship unless applying for a dependent that is younger than 16 years of age).

■ 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 or name change.

Did you know?

1. U.S. citizen children under age 16 transiting Canada to/from Alaska, may enter the US or Canada by land or sea using an original or certified copy of a US Birth Certificate, a Consular Report of Birth Abroad, a US Naturalization Certificate, or any type of US Passport (as of 27 Mar 18). We **DO NOT** process Official/No-Fee Passport applications for children PCSing with their sponsor to Alaska.

2. 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, a **DS-3053** is required. It must be a notarized original within 30 days of submitting your application.

3. All applicants MUST be physically present to execute the Passport Application.

4. When you are notified that you or your family's Passports/Visas have arrived, each member must pick up their own Passport/Visa. The only exception is children under the age of 16.