
TOURIST PASSPORT CHECKLIST

48 FSS/Passport Office Hours of Operation:

Monday-Friday 0800-1130 APPOINTMENT ONLY (Email/Call to Schedule)

CLOSED: Third Thursday of the month, USAFE Family Days, US Federal Holidays, and Goal Days

48fss.passports@us.af.mil / DSN: 226-1210 / COMM: 01638 52 1210

Purpose of the Tourist Passport: The tourist passport is for leisure travel only. Members that want to travel while overseas will use this passport to leave and enter countries. This passport CANNOT be used for official travel.

(Tourist passport processing will take APPROXIMATELY 6-8 weeks from Mail Out Date; processing cannot be expedited overseas)

NOTE: APPLICATION MUST BE PRINTED SINGLE-SIDED ON 8 1/2 X 11 PAPER

AND FOR ITEMS THAT WE CAN SEND A PHOTOCOPY OF, PLEASE STILL BRING THE ORIGINAL TO THE APPOINTMENT FOR VERIFICATION

For Members Age 16 and Over

Initial Tourist Passport / Replacement/Renewal of Lost Tourist Passport / First Adult Passport:

Items Required:

- DS-11 Application Form (application **MUST** be filled in online/ link & guidance on second page)
- Money Order: \$165 made to "US Department of State" (one money order per person)
- (2) Two Passport Photos Size 2x2
(Kodak Store in BX - No Military Uniform (Incl. Undershirt) or Glasses - taken within the last 6 months)
- Copy of Photo ID (front and back - Military ID); (*Applicants age 16-17: include copy of parent's ID*)
- Original US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate

(Original **MUST** be mailed with application)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application (<https://eforms.state.gov/Forms/ds64.pdf>)
- Copy of any valid Tourist Passport or No-fee/Official Passport Book/Card you may hold
(I.e. if replacing a lost Tourist Passport but hold a valid Official Passport or have a valid minor's passport)
- Priority Mail Envelope (US Post Office/1x per family) with postage paid (postage in stamps is fine) to:

Initial Tourist Passport but holds Official/No-Fee Passport and Renewal of Tourist Passport:

Items Required:

- DS-82 application form (application **MUST** be filled in online/ link & guidance on second page)
- Money Order for \$130 made to "US Department of State" (one money order per person)
- (2) Two Passport Photos Size 2x2
(Kodak Store in BX - No Military Uniform (Incl. Undershirt) or Glasses - taken within the last 6 months)
- Copy of Photo ID (front and back - Military ID)
- Copy of any valid Official/No-Fee/Tourist Passport Book &/or Card you have
- (Signature and data page of book(s) - front and back of card)
- Priority Mail Envelope (US Post Office/1x per family) with postage paid (postage in stamps is fine) to:

For Children Age 15 and Under

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

Items Required:

- DS11 application form (application **MUST** be filled in online/ link & guidance on second page)
- Money Order: for \$135 made to "US Department of State" (one money order per person)
- (2) Two Passport Photos Size 2x2 (Kodak Store in BX - No Glasses - taken within the last 6 months)
- 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)

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- Copy of Parents' Photo ID (front and back - Military IDs)
- Copy of Expiring Tourist Book and/or Card (if applicable)
- Copy of No-Fee Passport (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-64 will need to be completed and submitted with application
(<https://eforms.state.gov/Forms/ds64.pdf>)
- Priority Mail Envelope (US Post Office/1x per family) with postage paid (postage in stamps is fine) to:
National Passport Processing
PO BOX 90118
Philadelphia, PA, 19190-0118

Both parents and child need to be present at the appointment. If one parent cannot attend the appointment with the other parent and child, an original notarized DS-3053 and notarized copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>) (Note: each application will require its own DS-3053 and ID copy)

TOURIST PASSPORT **ONLINE APPLICATION GUIDANCE**

Link: <https://pptform.state.gov/>

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

First Screen: Enter applicant personal information

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

Street Address: *48 FSS/PASSPORT OFFICE*
 Street Address 2: *Unit 5187*
 City: *APO*
 Country: *United States*
 State: *AE*
 Zip: *09461-5187*

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

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

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

Fifth Screen: Enter your most recent passport information (if applicable)

Enter Tourist or No-Fee Passport Information

(For DS-11) 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.

Continue Completing Remaining Prompts:

***Note when the site lists prices, requesting a passport card as well incurs an extra charge. If requesting this additional service, you will be required to bring a money order for the full fee. *Processing cannot be expedited overseas* ***

On the final screen there will be a small box right above the box that says "Create Form," you must click that before clicking "Create Form".*

ALL APPLICATIONS MUST BE PRINTED SINGLE SIDED 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 appointment being rescheduled for a later date.