

Passport Application Requirements

Item	Instructions	Completed
1. Complete either DS-11 (initial) or DS-82 (renewal) applications online. Notes: - MUST have a barcode on the top left - Do NOT fill out by hand. - Website will auto project the correct form based on information provided.	a. Passport Application website below. https://pptform.state.gov/	
	b. Click on the Submit button under "Complete Form Online".	
	c. Input all required information.	
	d. Use the following address in the "Mailing Address" section. DOD/DET DFGN, DOD/DFGN WASHINGTON, DC 20006	
	e. Use your Current Address in the "Permanent Address" section.	
	f. For DS-11, Please use Parents names at Parents birth (mother's maiden name)	
	g. Please include travel plans and the country to be visited on the application.	
	h. Once you get to the " PASSPORT PRODUCTS AND FEES " page, click on the passport book and then click next until you reach the print your forms page. Note: You do not have to pay for this passport!	
	i. Check the acknowledgement box at the bottom and click the blue "Create Form Button".	
	j. Print one sided application. DO NOT SIGN APPLICATION until you have been administered the oath by a passport agent.	
2. Provide one ORIGINAL proof of citizenship.	k. Emergency contact cannot be someone going on the trip	
	a. Previous or most current issued Passport listed on application MUST be submitted.	
3. Photos.	b. Birth Certificate.	
	c. Naturalization Certificate.	
4. Orders - Military Members Only	d. Birth Abroad Certificate.	
	a. Passport Photos will need to be provided by member either through PA Photo Studio or another source from off base. - Must NOT be in uniform, including sand tee. - Must NOT wear glasses - Wear a full plain shirt.	
5. Identification.	a. Provide a copy of orders (CED, Memo In Lieu, DTS)	
	a. Provide photocopies of front and back ID applicant's Age 16+ - Military members to provide CAC. - Dependents to provide Benefit Card/Dependent ID Card.	
6. Children.	b. Original Marriage certificate (only if there is a name change).	
	c. Social Security Card (used to verify on application)	
7. Visit Your Passport Agent.	a. Both parents (on child's birth certificate) must sign in person. - If one parent is missing, provide an original notarized DS-3053 from non-applying parent and front and back copy of drivers license. - If third party is applying, provide two original notarized DS-3053 from both parents, a copy of their drivers licenses, and two special power of attorneys for the purpose of applying for a passport. - If child is adopted, provide adoption paperwork (Court Decree). - If you have full custody of child, provide divorce decree.	
	b. Children of age 16+ can apply and sign their own application.	
7. Visit Your Passport Agent.	a. Once all of the above is completed, make an appointment with a Offutt Passport Agent in the MPF. All applicants will have to apply in person. If documents above are not provided, you will be turned away and rescheduled for another date.	
	Primary: SSgt Brenita Farris / brenita.farris@us.af.mil DSN: 271-4700 Comm: 402-294-4700 Alternate: SSgt Jakob Ross / jakob.ross@us.af.mil Comm: 402-294-1367 Passports Email Org: 55FSS.FSPD.PassportAgentUSAF@us.af.mil	