



# SPECIAL ISSUANCE PASSPORT CHECKLIST



RAF Alconbury, Bldg 671, CSS  
Hours of Operation: Mon-Weds & Fri 0900-1500  
\*\*\*Appointments are Mandatory\*\*\* <https://423fsscscs.setmore.com/>

**For Official, No-Fee, and Diplomatic passports**

## For Applicants Age 15 and Under:

- DS-11 Application Form (from Online Application – please see page 2 instructions)
- TWO (2) passport photos (size 2”x2”).
- Parents’ military ID
- Original Documents are required to be submitted with the application; documents will be returned:
  - Birth certificate/CRBA/Naturalization certificate
  - All passports the child currently possesses
- Printed photocopies of progression photos if the child was under age 6 at time of last passport (photos for each year of child)
- Authorization Documents:
  - Military: orders or MFR from UDM/CC stating why you need an official passport, including duration and country visiting (template available from Passport office)
  - Civilians: Employment Verification Letter from Senior Civilian Lead

**BOTH parents AND child need to be present at the appointment.** If only one parent can attend, an original, notarized DS-3053 and printed copy of a photo ID with both sides on the same page are required from the absent parent. (<https://eforms.state.gov/Forms/ds3053.pdf>)

## For Applicants Age 16 and Over:

- **A: For an initial passport, replacement/renewal of lost passport, OR first Adult passport (16+)**
  - DS-11 Application Form (from Online Application – please see page 2 instructions) Note: Print only pages 5 & 6, single-sided.
  - TWO (2) passport photos (size 2”x2”).
  - All passports currently in possession or Birth Certificate/CRBA/Naturalization certificate if this is the first passport EVER
  - Authorization Documents:
    - Military: orders or MFR from UDM/CC stating why you need an official passport, including duration and country visiting (template available from Passport office)
    - Civilians: Employment Verification Letter from Senior Civilian Lead
- **B: Initial Official/No-Fee but holds a Tourist OR Renewal of Official/No-Fee Passport**
  - DS-82 Application Form (from Online Application – please see page 2 instructions) Note: Print only pages 5 & 6, single-sided.
  - TWO (2) passport photos (size 2”x2”).
  - All passports currently in possession
  - Authorization Documents:
    - Military: orders or MFR from UDM/CC stating why you need an official passport, including duration and country visiting (template available from Passport office)
    - Civilians: Employment Verification Letter from Senior Civilian Lead

If passport was **lost/stolen**, a DS-64 will need to be completed and submitted in conjunction with the passport application (<https://eforms.state.gov/Forms/ds64.pdf>)

### PHOTO GUIDANCE

Must be taken within the last 6 months, no glasses, no hair obscuring the face, no military uniform, off/white background, collared shirt

Tourist passport photos cannot be re-used for official passports

#### Locations to Obtain Photos:

Any off base photo booth  
DO NOT USE UK PASSPORT PHOTO SIZES.

It's smaller than American and your application will be rejected

# ONLINE APPLICATION GUIDANCE

Go to website: <https://pptform.state.gov/> and complete questionnaire  
Application MUST be typed using online version with 2d barcode ONLY!!

Put the mailing address as follows:

1st Street Block: Visa and Passport Office RAF Alconbury

2nd Street Block: Ermine Street

City: Huntingdon Camb

Country: United Kingdom

Post Code: PE28 4DA

**\*\*Above is the #1 reason applications get rejected!!!\*\* No, you cannot use your personal address for the mailing address.**

Click NO for "Is this your permanent address?"

Please enter a PHYSICAL address for your permanent address, either in the UK or US. APOs are not permitted. If you live in the dorms, use your parent's address.

Point of Contact number must be your local number, cell phone, or sponsor's. DSN is preferred.

Email address is your government e-mail address or your sponsor's government e-mail address (for dependents)

For date of trip, date of return, and countries visited:

- If you are renewing a passport for the UK – use date of appointment, DEROS, and United Kingdom
- If this is for TDY or PCS travel, use information from authorization document

Emergency contact MUST be filled in and **must be someone not traveling with you**

Your Most Recent Passport - **SUPER IMPORTANT FOR TEENAGERS BUT APPLICABLE TO ALL**

The type of passport form generated is affected by what you put in this spot. If you have ever received a passport before, regardless of type (tourist/leisure, official, diplomatic, no fee, etc), you are renewing your passport. You must put the most recent passport you were issued (again, regardless of type) in this area. We've recently had issues with teenagers around the age of 16 bringing in the wrong form because older passport information was used in this area.

For children under 16--

Parent's information must be filled out and must match the birth certificate; always use the name assigned at birth for passport applications

For other names known, list all previous names you have had. Do not put NO or N/A or nicknames; only legal names such as maiden name, previous marriage name, birth name, etc.

Select Passport Book – do NOT choose passport card. You will be prompted to download the form before putting in any pay information. **DO NOT** pay for a special issuance passport.

Next Steps - scroll to the bottom and choose Print Form. Print out pages 5 & 6 single-sided only.

**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 correctly filled out will result in appointment being rescheduled.

For additional information or questions, please email [423fss.csscommanderssupportstaff@us.af.mil](mailto:423fss.csscommanderssupportstaff@us.af.mil)

Call DSN: 268-4357 opt. 1 or Comm: 01480 844357 opt. 1