

# SPECIAL ISSUANCE PASSPORT INSTRUCTIONS

Appointments are required/Walk-ins not accepted please  
E-mail: [377FSS.FSPM.Workflow@us.af.mil](mailto:377FSS.FSPM.Workflow@us.af.mil)  
Subject the email as Passport Request/TDY, Deployment, or PCS.

**We do not offer Tourist Passport Service at the MPF location.**

Documents (for each applicant) must be provided at the time of your application submission (incomplete packages will NOT be accepted):

1. **Application:** (see below for application options) To be completed via the online application system on the U.S. Department of State website <https://pptform.state.gov/passportwizardmain.aspx>.

**Instructions:** Once on the website choose “**Fill Out Online and Print**”, the website will walk you through step by step filling out the application. Most common application is a DS-11 for dependents. *Note:* When completing the application, when asked if you **have been issued any of the following (passports)?** Choose **NONE** if you don't have a special issuance (official/no-fee) passport in your possession. This will prompt the system to create an Initial (DS-11) application instead of a Renewal (DS-82). In this instance, Tourist Passports do not count as a previously issued passport. Once you have completed the DS-11/DS-82, you will see a screen that asks you what option book you want. Select “PASSPORT BOOK”. The following page will request payment information. **DO NOT** enter any information. Scroll all the way down to the bottom of the page, you will see the option to generate your application via PDF. Save this to your desktop and print to bring with you to your appointment. **If you do not see a 2D barcode generated on the top left corner of your application page, you will need to re-accomplish the steps in completing the application.**

## **DO NOT SIGN THE APPLICATION (s)**

Commonly Used Passport Application Forms:

- **DS-11:** If you have **never** had an **Official No-fee Passport/Tourist passports do not count as an Official Passport** OR were a minor when previous one was issue.
- **DS-82:** If you **have had** a previous **Special Issuance Passport AND** can answer “Yes” to all four questions presented by the application wizard, the SIP must be present for sending off with application.
- **DS-5504:** Name change to your current Official Passport
- **DS-3053:** If you have minor children, under the age of 16, this form **MUST** be accomplished by the parent unable to sign the application **(Only if both parents aren't present).**

**\* HAVE HARD COPIES OFF ALL ITEMS BELOW PRIOR TO REQUESTING A PASSPORT APPOINTMENTS\***

2. **Proof of Citizenship:** Original or Certified Copy of Birth Certificate with Seal (No Abstracts) Naturalization Certificate OR a previous fully valid passport (16 or older). Both parents' information must be reflected on the birth certificate.  
\* A copy plus the original documents must be provided, previous passports are the exception\*
3. **Photos:** (2) Passport Photo taken within last 6 months (cannot expire during processing of application).  
a. Clothing Requirements: Civilian clothing **ONLY** (avoid Black or White shirts), **NO** glasses.  
1. Walgreens, CVS, Kinko's, Sam's Club, Costco (cost approx. \$9.00)  
2. Base photo lab will take passport photos free of charge. Photo lab (505-846-4878)  
\* The MPF does NOT have the capability to take/print passport photos\*
4. **Identification:** Photo ID (16 and older) for sponsors and all dependents for verification.  
Marriage Certificate to show proof of **relationship**. (Spouses only)  
\* CAC, Dependent ID, Driver's License, State ID Card (photocopies of the front and back for each application)\*
5. **Children:** 15 years or younger must have **BOTH** biological parents appear. If one parent is not available, please complete **DS-3053 (Statement of Consent)** and have it notarized along with a copy of a photo ID (front & back). **Or** Court order documents that indicate sole legal/physical custody. If not submitting the birth certificate as proof of citizenship, you must submit a copy of the child's birth certificate to show proof of relationship.

6. **Justification:** PCS/TDY orders (**NOTE: you cannot apply for an official no-fee passport without official orders**), Travel Itinerary (for deployments or short notice TDY only), **OR** Approved Memorandum in Lieu of Orders (1-35 personnel) / Deployment Movement Memo (36-400 personnel).

\* If you require a MILO/DMM an Acceptance Agent can provide you the approved DOS template and instructions. This option cannot be used for Accompanied PCS Assignments, Diplomatic Passports, PCS Assignment of Military/Civilian personnel.

**Additional Information:** Expedites can be requested if passport is required within 30 days. Must be signed by a GO or SES. Not authorized for Dependent Passport applications. Acceptance Agent can provide template and instructions if required.

**Visa Information:** Some locations require a Visa as well as an official passport. Review the Foreign Clearance Guide (FCG) for Visa requirements (<https://www.fcg.pentagon.mil/fcg.cfm>). If required, proceed to Passport Matters to review Visa applications instructions (<https://passportmatters.army.mil/Requirements/Visas.aspx>). An appointment for Visa applications will need to be scheduled with the Special Issuance Office.