

# 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 filling out the application. **Notes:** When completing the application, you will come to a section that asks **have you been issued any of the following (passports)?** Choose **NONE** if you don’t already have a special issuance (official/no-fee/diplomatic) passport in your possession. This will prompt the system to create an Initial (DS-11) application instead of a Renewal (DS-82) application. In this instance, Tourist Passports do not count as a previously issued passport. Once you have completed the DS-11/DS-82 and completed the review of your information, you will get to a screen that asks you what option book you want. Select “PASSPORT BOOK”. Once you have chosen your passport option, scroll all the way down to the bottom of the page and click next. Once on the last page, scroll down to the bottom and you will see the option to generate your application via the Print Form button. Save the form to your computer and print to bring with you to your appointment. **You should see a 2D barcode generated on the top left corner of your application page**

## **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)** OR were a minor when previous passport was issued.
- **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 will be returned to DOS with the 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).**

**\*Please have ALL items listed below on hand PRIOR to requesting an appointment with the MPF Passport Office\***

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 at the time of the appointment.  
\* If applicant has a valid tourist passport, a color copy of the tourist passport can be provided in place of an original document
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)  
**NOTICE:** The MPF does NOT have the capability to take/print passport photos
4. **Identification:** Photo ID (16 and older) for sponsors and all dependents  
\* Marriage Certificate to show proof of **relationship**. (Spouses only)  
\* CAC, Dependent ID, Driver’s License, State ID Card (copies of the front and back for each application required)\*
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 the birth certificate is not used as proof of citizenship, a copy of the child’s birth certificate must still be provided to show proof of relationship.

6. **Justification:** PCS/TDY orders (**NOTE: official orders are required unless one of the following items applies**)  
an Approved Memorandum in Lieu of Orders (1-35 personnel) / Deployment Movement Memo (36-400 personnel), **OR** a  
DOS/SIA approved waiver. Waivers are usually job or location specific (ex. JEOD Waiver)

\* If you do not have orders and would like to apply for 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. DOS/SIA will only approve these options within 45 days of departure (60 if a Visa is required).

**Additional Information:** Expedites can be requested if passport is required within 30 days. Must be signed by a GO or SES. This option is not authorized for Dependent Passport applications. An expedite request cannot be accompanied by a MILO or DMM. Application must include the applicants flight itinerary. Acceptance Agents can provide a template and instructions if desired.

**Visa Information:** Some locations require a Visa as well as a special issuance passport. Review the Foreign Clearance Guide (FCG) for Visa requirements (<https://www.fcg.pentagon.mil/fcg.cfm>). If the FCG states a visa is required, proceed to the Passport Matters website and review the visa application instructions for the country you are traveling to (<https://passportmatters.army.mil/Requirements/Visas.aspx>). Please schedule an appointment with the MPF Passport Office for visa application submittals.