

Military Dependent No Fee/Official Passport Checklist

***Anyone applying/renewing a passport must see a passport agent in-person.**

Dependents of the U.S. Military may begin the process of applying for their Military No-Fee Passports as soon as their Sponsor has received their **PCS Orders and are command sponsored and medically cleared, expedite orders are not allowed.** Dependents must be listed on the orders to process a No-Fee Passport. All Applicants (including Children) must be present when applications are being applied for.

Application Procedures:

STEP 1: Go Travel State Gov Site: <https://pptform.state.gov> and click "I have read the Privacy and Computer Fraud and Abuse Acts Notice and Disclaimers" and submit. Select "Fill out the application online and Print", submit. Print the application on one-sided paper, do not duplex. Make sure you have the bar code scanner in the upper left corner of the form. ***You cannot hand write the application it has to be done online.**

STEP 2: About the Applicant: Fill in the required information for "each" passport application. Enter full names that are listed on the birth certificate, do not leave out middle names.

STEP 3: Travel Plans:

- Enter in the date of your trip (the month you are due in country).
- Enter in the number of years your tour is, the return date.
- Enter in the country you are PCS'ing to.

"Next"

STEP 4: Emergency Contact Information:

"Next"

STEP 5: Most Recent Passport Information: Enter exactly the name that matches what is in your Passport. If you have a passport enter in your most **recently issued** passport information. ****Note** you will have to submit a copy of your passport signature/picture page with the application, so please bring your **"Physical"** passport to the appointment. Note: To use a passport as proof you must be over the age of 16 when it was issued. "Next"

STEP 6: If you answered **"YES"** to having a passport, fill in the required information. If you answered **"NO"** fill in the **"Applicant's Parent and Spouse Information"**. Enter what is listed on the birth certificate.

STEP 7: Are you known by Other Names? (Enter Maiden, Divorced, and Adopted Names, etc,

"Next"

This takes you to the **"Personal passport review"** where you can edit any information that is incorrect, select "Next"

STEP 8: You will come to **"Passport Products and Fees"** page. Click **"Passport Book Option"** and hit "Next"

*There is no charge for Military passports processed through a military base.

STEP 9: You should come to a **"Next Steps"** summary page. Scroll down and **"check"** the box stating that "I have read and acknowledged the steps and information contained above".

STEP 10: Click on **"Print Form"**, open the form and then **"print"**, do not duplex and do not sign the DS-11 or DS-82. **Forms must be signed in-front of a passport agent.** Make sure on the "second to last page" you have a bar code in the upper left corner.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO APPLY FOR A NO-FEE PASSPORT:

1 - PCS ORDERS: listing command sponsored dependents.

2 - DS-11 or DS-82 PASSPORT APPLICATION: The forms must be typed, not handwritten, **do not duplex** and have the bar code in the upper left-hand corner second to last page of application. (Details shown above).

3 - PHOTOCOPY OF PARENT'S MILITARY ID CARDS: (front/back) for each dependent, do not duplex.

4 - (1) PASSPORT PHOTO: (2) if visa is involved. White or off-white background, only taken in civilian clothes, no glasses and photos must be taken **within the last 6 months**. You must make an appointment with the Base PA Photo Studio using their scheduling tool at <https://www.malmstrom.af.mil/Contact-Us/Book-A-Studio-Photo/>

Appointments are only available on Tues/Wed from 0900-1500 hrs. The Wing PA is in Bldg. 500, Room 151A.

5 - DEPENDENT SOCIAL SECURITY CARD(S), to verify SSAN is typed correctly on the forms.

6 - ORIGINAL STATE CERTIFIED BIRTH CERTIFICATE, NATURALIZATION CERTIFICATE OR A PREVIOUS PASSPORT. Effective 03 Jan 17, customers applying for a passport using the DS-11 must submit a clear copy front and back of their birth certificate, do not duplex, and the original with the application.

Original Birth Certificates Must Contain:

- Show the full name of the parent(s);
- Be issued by the office of vital statistics of the state, county, or city where the birth occurred;
- Show the full name of child at birth;
- Indicate the date and place of birth;
- Bear the embossed, impressed, multi-colored, or raised seal and signature of the issuing authority;
- Indicate a registration or file date that is within one year of the birth; and
- Be an original and certified document (notarized copies and photocopies are not accepted).
- No abstract birth certificates from California and Texas or Texas birth cards are allowed to be used.

If you need to order a new birth certificate you can at:

<https://www.cdc.gov/nchs/w2w/index.htm> or <https://www.vitalchek.com/>

***Note if you changed your name since you were born an original marriage certificate or document showing the name change is required to be submitted with your application**

Once you have the above, please call or email one of us to set up an appointment:

Theresa Schreder theresa.schreder@us.af.mil Phone: (406)-731-4144

Hudson English HUDSON.English.1@us.af.mil Phone: (406)-731-3837

Passport office address: 7215 Goddard Dr, Room 201, Great Falls, MT 59402

ADDITIONAL DOCUMENTATION IF REQUESTED

If only one parent appears in-person, they may sign the application if he/she can provide one of the following:

A. **DS-3053 “notarized and signed”** statement from the absent parent consenting to the issuance of a passport for a minor child. Include a photocopy of the Non-Applying Parent’s ID (front and back) they had the form notarized with. **Once notarized this form is only good for 90 days. Note: This is the link to obtain the form: <https://eforms.state.gov/Forms/ds3053.pdf>

B. **Court Order or Divorce Decree** granting sole custody/primary legal custody to the parent who is making out the application and which does not contain restrictions on the minor’s travel.

C. **Adoption Decree**, if applicable, which lists the name of the only parent making the application.

**For further information please call our office at (406) 731-4144/2669/3837*