

OFFICIAL PASSPORT APPLICATION PROCESS

Contact the 43 ABS Passport Office at 43ABS.ForceManagement.ForceManagement@us.af.mil or 910-394-0224 or email to schedule appointments. No WALK IN appointments are authorized. All applicants must appear **IN PERSON** to sign the application. Normal processing time is 4-6 weeks, if an expedited passport is required, the expedite letter must accompany the passport application at the time of submission, see your UDM for guidance.

Passport application weblink: <https://pptform.state.gov>

Applications **MUST** be typed and printed as two separate pages with a **barcode** on the top left corner of the front page.

Use the following form DS11 [initial applications, lost passport] OR DS82 [renewals or if you have a civilian passport]. If a member needs to replace a lost passport, then a DS64 is also required, stating the circumstances of the loss. The website will create the correct form as long as you provide correct information.

When typing the application:

1. **Type Full Name (First, Full Middle and Last)**
2. For the mailing address use: **43 ABS/FSPS, 384 Maynard St, Pope AAF NC 28308, ATTN: Passport Agent**
3. When typing the SSN **DO NOT** use dashes between the numbers.
4. Contact phone number – list home phone [cell # first]
5. Permanent Address (local address)
6. For occupation type: USAF [Rank]
7. Employer: US Air Force
8. Emergency Contact: Spouse [if married] or next of kin
9. Departure Date: Annotate actual departure date (if within 6 weeks you may need additional requirements to expedite)
10. Countries: **LEAVE BLANK**
11. For fees select **PASSPORT BOOK**, [this calculates the fee for tourist passports, you are not required to pay the fee]
12. Check mark the user agreement [small box]
13. Select create form at the bottom of the page
14. Open the form and print pages **5 & 6 only (Single Sided)**
15. **DO NOT SIGN THE APPLICATION PRIOR TO YOUR APPOINTMENT!!**

The following items are required for your passport application:

1. Travel orders and/or itinerary with location of travel annotated
2. Authorization memorandum from your UDM, wet signed by O-6 commander if no orders/itinerary and approved by Directorate of Executive Travel
3. Printed out passport form (single sided, **DO NOT SIGN PRIOR TO APPOINTMENT**)
4. 2 new passport photos (taken within the last 6 months and not used in a previous passport/no glasses). Visas require additional photos based on country specific requirements. (Passport office, Walgreens, CVS, Walmart)
5. Original birth certificate and if you have had a name change then the document showing the name change [marriage certificate, divorce decree, court order, etc.] must be submitted. **ALL** must be original or be a certified original copy with raised seal or original signature.
6. For renewal of the no-fee [red cover] passport, it **MUST** be submitted at the time of the submission **NO EXCEPTIONS** [State Department requirement].
7. Front and back copy of military ID