

DEPENDENT PASSPORT APPLICATION PROCESS

In order to process your Official Government “No Fee” Passport application you must schedule an appointment with 43 ABS passport office at 910-394-0224 or email 43ABS.ForceManagement.ForceManagement@us.af.mil. To process your application in a timely manner the following steps must be accomplished prior to your appointment:

Go to web link: <https://pptform.state.gov> to complete the passport application

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

All applicants including children **MUST** appear in person for the application process. For children both parents must be present as well [absent parents **MUST** submit a notarized DS3053 with front and back of photo ID copy used at notary]. Children over age 16 will sign their own application, parents will sign for children under 16. Normal passport processing time is 4-6 weeks. If a Visa is required additional processing time is required based on country can be up to 8 weeks just for a Visa. Do not delay processing to prevent dependent travel delays.

Use form DS11 [initial applications, lost passport and child under 16] OR DS82 [renewals or if you have a civilian passport (**passport must be submitted with application**)]. 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. Mailing Address: **43 ABS/FSPS, 384 Maynard St, Pope AAF NC 28308, ATTN: Passport Agent**
2. When typing SSN **DO NOT** use dashes between the numbers
3. Contact phone number – Please list home phone [cell # first]
4. Permanent Address is local address
5. Occupation type: use whatever you are employed as, N/A for minor children
6. Employer – Who do you work for? N/A for minor children
7. Emergency Contact – Current address and spouse [if married]
8. Departure date – if known, use that date otherwise use your out-processing date
9. Countries – use country being assigned to [for Alaska, use Alaska; for Guam, use Guam]
10. Fees select **PASSPORT BOOK**, you are *not* charged the fee
11. Checkmark the user agreement [long gray box]
12. Select create form at the bottom of the page
13. Open form and print pages **5 & 6 only (Single Sided)**
14. **DO NOT SIGN THE APPLICATION PRIOR TO YOUR APPOINTMENT!!**

The following items required for your passport appointment (Appointment Scheduling 910-394-0224):

1. Assignment orders with dependent names annotated or assignment notification from vMPF under Self Service Actions, Assignment Selection Information (1 copy for each dependent)
2. Printed out passport application – single sided **DO NOT SIGN PRIOR TO APPOINTMENT**
3. 2 new passport photos (per applicant, taken within the last 6 months and not used in a previous passport, no glasses to be worn in photo). Visas require additional 2 photos based on country. (Passport office, Walgreens, CVS, Walmart)
4. 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.
5. Front and back copy of all military ID cards per application
6. Command Sponsorship Approval from gaining unit (Korea)
7. DS 3053 is required for dependents under the age of 16 if a parent will not be present at appointment. Must be signed before a notary and a copy of the ID used (front and back) of parent not present