

NO-FEE PASSPORT APPLICATION INSTRUCTIONS FOR DEPENDENTS
(EFFECTIVE 14 OCT 2009)

PLEASE FOLLOW THESE INSTRUCTIONS, STEP BY STEP

- Go to www.travel.state.gov/passport website
- Select the APPROPRIATE PASSPORT BOOK (First time applicant, renewal, minor)
- All applications (DS 11 & DS 82-Renewal) **MUST** be filled out on line, printed and submitted to the Base Passport Agent:

SSgt Melissa Siegler
127 FSS/Passport Agent
29423 George Ave, Bldg. 304
(586) 239-6181

Walk-In Acceptance Hours Tuesdays 0900-1500

NOTE: PLEASE ENSURE 2 BARCODES ARE PRINTED ON THE APPLICATION!

- For the **Mailing Address**: 29423 GEORGE AVENUE (street) BLDG 304 (apt)
Selfridge ANGB (city) MI 48045
- In Care of: **“FORCE SUPPORT SQUADRON”**
- Put your occupation where it asks. (Military ex. Crew Chief), (Unemployed if applicable)
- Put Michigan Air National Guard for employer or other component that applies
- For **Permanent Address** put your current Home Residence.
- Put at least two (2) numbers where it asks for contact numbers. **Home and Selfridge Work (586) 239-XXXX.**

NOTE: LEAVE TRAVEL PLANS BLANK

- **FEMALES:** Please include **Full Maiden Name** where it asks “what other names you have used”

DO NOT SIGN UNTIL YOU SUBMIT IT TO PASSPORT AGENT!!

- SUBMIT two (2) passport photos for each application
 - Photos must be 2”x 2”, proper attire and must be recent within 6 months
 - NO Military Uniform.
 - NO hat or other headgear, unless part of religious attire that is worn daily.
 - NO dark glasses or nonprescription glasses with tinted lenses
- If you are submitting the **DS-82 RENEWAL**, you will have to submit your civilian or military passport with the application **OR** you can submit the **DS-11** along with your original birth certificate, copy of Military ID, Sponsors Military ID and Driver’s License.
- Submit a photo copy (1 page front and 1 page back) of your **MILITARY ID & DRIVERS LICENSE** (1 page front and 1 page back)

- **FEMALES:** if you are married and have changed your last name, **Original Marriage License** will have to be submitted with application
- Birth documents/Naturalization Certificate (if applicable) and Marriage Licenses **must be original documents with a raised seal** (you will get them back once passport has been issued)
- **Your spouse's Unit will generate the DD 1056 and provide a copy of the Sponsors Orders. A copy of the Order is required to be submitted with the Passport application. The State Department will not issue a Passport without orders.**

****Applications CAN NOT have any handwritten corrections****

LOST OR STOLEN PASSPORT, DS-64: If you have previously had a passport (military or civilian) but it is lost, fill out and submit a DS-64 (Lost or Stolen Passport) and you must submit the DS-11 with a birth certificate.

- PLEASE CHECK FOR SPELLING ERRORS ON THE APPLICATION

*****NOTE:** Passport applications take approximately 6-8 weeks to process. If a passport is needed before then, an expedite letter will have to accompany the application. <http://www.127wg.af.mil/> for sample of the expedite letter, under ID card information.

*****NOTE:** Some countries require a visa stamp. If getting a passport for a specific location, please inform the base passport agent when submitting the application to see if a visa is needed.

*****NOTE:** For Children under 16 years of age requiring a Passport, both parents have to sign the DS-11 or DS-82. If the Sponsor (normally Father) cannot sign the form then he will have to sign a DS-3053 and get it notarized. Original Birth Certificates for the children will have to be submitted as well.

PLEASE CALL IF ANY QUESTIONS OR CONCERNS:

SSGT MELISSA SIEGLER
(586) 239-6181 DSN: 239-6181
Melissa.siegler@ang.af.mil