

NO-FEE PASSPORT APPLICATION INSTRUCTIONS FOR MILITARY MEMBERS

(EFFECTIVE 14 OCT 2009)

PLEASE FOLLOW THESE INSTRUCTIONS, STEP BY STEP

- Go to <http://travel.state.gov/passport>
- SELECT APPROPRIATE PASSPORT BOOK (First time adult applicant OR renewal)
- ALL APPLICATIONS (DS 11 & DS 82-Renewal) MUST BE FILLED OUT ON LINE, PRINTED AND SUBMITTED TO THE BASE PASSPORT AGENT:

MSgt Cynetta Williams or SSgt Sunshine Mendez

127 FSS/Passport Agent

29423 George Ave, Bldg 304

(586) 239-6008 or -6181

Walk-In Acceptance Hours Tuesdays 0900-1500

- PLEASE ENSURE 2 BARCODES ARE PRINTED ON THE APPLICATION.
- FOR THE MAILING ADDRESS PUT 29423 GEORGE AVENUE (STREET) BLDG 304 (APT) SELFRIDGE ANGB (CITY) 48045
- IN CARE OF: PUT "FORCE SUPPORT SQUADRON"
- PUT YOUR OCCUPATION WHERE IT ASKS (PUT UNEMPLOYED IF APPLICABLE)
- PUT MICHIGAN AIR NATIONAL GUARD AS EMPLOYER OR WHATEVER COMPONENT APPLIES
- FOR PERMANENT ADDRESS PUT YOUR CURRENT HOME RESIDENCE
- PUT AT LEAST (2) TWO NUMBERS WHERE IT ASKS FOR CONTACT NUMBERS. HOME AND SELFRIDGE WORK (586) 239-XXXX
- LEAVE TRAVEL PLANS BLANK
- FEMALES: PLEASE INCLUDE FULL MAIDEN NAME WHERE IT ASKS WHAT OTHER NAMES YOU HAVE USED

DON'T SIGN UNTIL YOU SUBMIT IT TO PASSPORT AGENT!!

- **SUBMIT (2) TWO PASSPORT PHOTOS FOR EACH APPLICATION**
- **MILITARY PERSONNEL MAY TAKE PHOTOS IN BLDG 303 2ND FLOOR/MEDIA, 9 A.M.- 3P.M., TUES-THURS**
- **PHOTOS MUST BE 2"X2", 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 APPPLICATION OR YOU CAN SUBMIT THE DS-11 ALONG WITH YOUR ORIGINAL BIRTH CERTIFICATE, COPY OF MILITARY ID AND DRIVER'S LICENSE
- SUBMIT A PHOTO COPY (1 PAGE FRONT AND BACK) OF YOUR MILITARY ID & DRIVER'S LICENSE (1 PAGE FRONT AND BACK)
- FOR 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 WHEN PASSPORT HAS BEEN ISSUED)
- APPLICATIONS CAN NOT HAVE ANY HANDWRITTEN CORRECTIONS
- 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 HAVE TO SUBMIT THE DS-11 WITH A BIRTH CERTIFICATE
- PLEASE CHECK FOR SPELLING ERRORS ON APPLICATIONS
- *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-Go to: <http://www.127wg.af.mil/> for a 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.

PLEASE CALL MSGT CYNETTA WILLIAMS or SSGT SUNSHINE MENDEZ @586-239-6008 or 6181, FOR
QUESTIONS OR CONCERNS

E-MAIL ADDRESS: cynetta.williams@ang.af.mil or sunshine.mendez@ang.af.mil