

Application for a U.S Passport Instructions

To Access Application go to: <https://pptform.state.gov/PassportWizardMain.aspx>

Highlight **Complete Online & Print** then click **Submit** for application process to begin

FILL OUT EVERYTHING THAT THE APPLICATION ASKS FOR. LEAVE NO BLANKS.

Begin filling out the application using the instructions below:

About the Applicant

- Fill out your personal information **accurately** and **completely**.
- **Occupation** should list your duty title or student/child, as applicable.
- **Employer** should be USAF or other employer. If student, list school.

Where should the passport be mailed?

Please be sure to fill out this section correctly with the 49 FSS/Passports Address below:

- **681 SECOND ST BLDG 222 STE 111 HOLLOMAN AFB, NM 88330**
- In Care of – **49 FORCE SUPPORT SQUADRON – PASSPORTS** (Note: It is acceptable if the “49” does not appear on the final product)

Is This Your Permanent Address?

- Click **No** then **provide your address in New Mexico**.

Preferred Method of Communication

- Provide **email address** and **phone number**. Recommend personal email.

Travel Plans

- You must enter the **date of your trip and return**, as well as **countries to be visited**.
(Note: The country provided must be the same country on your authorization letter such as travel orders, tasking letters, DTS orders, etc.)
PCS: date in report no later than month Deployment: Available to load date

Who should we contact in case of an emergency?

- Fill out appropriately.

Your Most Recent Passport

- Please click the option that applies to you/your family members. **Note:** if you have a/the book(s) (**Official/ No-Fee/Diplomatic**) in your possession, you must submit the passport with your application. If it was lost or stolen, please be truthful and complete a DS64, to include with your application. The Department of State will reject your application if they find out otherwise. If you have a **Regular/Tourist** passport, mark book and bring the book with you to the appointment.

Parental Information

- The full names and dates of birth of both parents (when applicable) must be indicated. If exact dates and/or places of birth are not known, the applicant may approximate. **The mother's MAIDEN NAME is required.** The order in which parents are listed on the form is unimportant as long as the same parent is not listed twice.

Marriage Information

- If the applicant has ever been married, this section must be completed with information regarding his/her **most recent** marriage, even if the applicant is currently widowed or divorced. If married more than once, applicant should attach a *Previous Marriage Information Sheet* with information about other marriage(s). **Not indicating marriage information when a name has changed due to marriage can cause significant processing delays.**

Are you known by other names?

- The applicant must list all legal names that s/he has ever used previously, including a maiden (birth) name, previous married name(s), or any other names acquired through a legal name change. Simple, common nicknames (Thomas -> Tom) are not required in this field. Additional names used should be included on a separate 8 ½" x 11" page included with the application package.
- Click **Passport Book** Ignore everything in between checking passport book and next
- **Next**
- Check box **"I have read and acknowledge the steps and information contained above."**
- Then **"Create Form"**

Print only pages 5-6. Pages must be printed on separate pages. Do not sign the application. A passport agent must witness the signature.

All applicants must be present when submitting the passport application. If applicant is under the age of 16, both parents must be present.

Once you have printed the passport application, photos, citizenship proof, funded travel orders and gathered your additional documents if required, please email the Passports Office to set up an appointment at 49FSS.PASSPORT@US.AF.MIL or call 575-572-0433. In the email please include the country/countries you will be entering, number of people requiring passports, and the departure date. Also, ensure that you have the correct application, DS11 for initial and minor children under 16 yrs of age or DS82 for renewal of an passport.