

WPAFB SPECIAL ISSUANCE PASSPORT CHECKLIST

Normal processing time: 4-6 Weeks

REQUIREMENTS FOR APPLICATION TO BE SUBMITTED

- Proof of Travel:** Applicant **MUST** provide one on the following.
 - Sponsor's approved travel orders (i.e. DTS/PCS). *Military personnel completing an OCONUS PCS with dependents contact our office when provided PCS notification.*
 - Directorate of Executive Travel (DET) approved memorandum in lieu of orders. *Attachment 4 provides instructions and template for the Memorandum in lieu of orders.*
 - Department of State (DoS) approved special issuance passport waiver and agency control letter.
- Passports:** **Provide most recent issued tourist and special issuance passports** for name verification.
 - **Special Issuance Passport:** Most recent issued special issuance passport must be submitted with application.
 - **Tourist Passport:** After verifying name, the passport will be returned to applicant, unless applicant is utilizing their tourist passport as proof of citizenship and name usage.
- Proof of U.S. Citizenship:** Citizenship document **MUST** be original/certified. The document must be submitted with the application. A birth certificate is not required if submitting an issued undamaged passport, unless applicant is 17 years of age or younger.
 - State Birth Certificate, Naturalization Certificate, Certificate of Citizenship
 - U.S. Special Issuance passport. If renewing a special issuance passport (i.e. official), most recent issued special issuance passport must be submitted with application.
 - U.S. Tourist Passport. *If used as proof of citizenship, passport must be submitted w/ application.*
- Passport Application:** Application must be completed online and signed and dated in front of an agent. **Follow attachment 2_WPAFB Online Passport Application Instructions.**
- Scheduled Appointment:** Call 937-257-2317 to request an appointment.
- Applicant presence:** Applicant must be present for photo verification and to sign and date application.
- Social Security Number Verification:** Adults may recite their SSN for verification.
- Government ID card:** Required for any applicants 16 years of age or older. Civilian spouses/dependents may provide state issued ID (i.e. personal driver's license).
- Two (2) Passport Photos:** Photos must be 2x2, have a white background, no glasses, and completed less than 6 months of application date. Photos can be completed for free on Area B, Bldg 20; Comm: 937-255-4242.
- DD FORM 1056:** Complete blocks 1-11, 13, 16, 17, and 19. In block 19 provide exact purpose of travel.
- Name change document:** Applicant **MUST** provide original/certified marriage certificate, divorce decree, or other original/certified court order showing name change.
- Expedite Memorandum:** Only for applicants requesting for their application to be expedited. A General Officer's or SES "MANUAL" signature is required.

ADDITIONAL REQUIREMENTS FOR APPLICANTS 17 OR YOUNGER

- Parental/Legal Guardian requirement:** One legal guardian is required for 16 and 17 year old applicants. Applicants 15 and younger require both legal guardian's to be present; refer to **DS-3053** below if only one legal guardian can be present for appointment.
- Proof of U.S. Citizenship:** **Applicants 17 and younger** must always provide original/certified birth certificate along with any prior issued special issuance passport.
- Social Security Number Verification:** SS Card required for all minor dependents.
- DS-3053:** Required when parent/legal guardian cannot be present when minor's (15 years of age or younger) application is being executed. The form **MUST** be 100% accurate, notarized, and submitted with front/back copy of ID referencing the parent/legal guardian on the form. Form is only good for 90 days.