

**Disclaimer:** Ensure special attention is provided to information highlighted in red and/or marked with an arrow. **As of 06 November 2018, applicants maintaining a tourist passport must request the same name usage in their special issuance passport.**

- Application must be completed online. Go to <https://pptform.state.gov/?Submit2=Complete+Online+%26+Print> to start application.
- “**Click**” in box “I have read the Privacy...”, then click on “**Submit**”
- Click on “**Submit**” inside box labeled Complete Online & Print.
- **About the Applicant:** All fields with a red asterisk (\*) must be completed.
  - a. **Applicants in possession of a tourist passport must request the same name usage for their special issuance passport.**
  - b. A full SSN is required.
  - c. Applicants are highly encouraged to provide full middle name.
  - d. Suffix is only for Jr, Sr, III, etc... Do **NOT** provide Dr., Mr., or Mrs., etc...
- Contact Information:** Provide a good mailing address, Email address, and Phone Number.
- **Travel Plans:** Do **NOT** complete if applying with “agency waiver” or “memorandum in lieu of orders”. Complete if applying with DTS, PCS, or Deployment Orders. Ensure dates replicate what is listed on the applicant’s orders.
- Who should we contact in case of an emergency?:** Emergency contact is not required but highly encouraged for applicant to provide.
- **Your Most Recent Passport:** Read carefully and decide between “a” or “b”.
  - a. Select “**Passport Book**” if applicant is renewing a Special Issuance Passport (official, diplomatic, or military dependent no-fee) “or” if applicant is submitting their Tourist Passport as proof of citizenship and spelling of name.
    1. Provide passport information, Click on “**Next**” to continue, and skip to “Are you known by other names”, heading.
  - b. Select “**None**” if applicant has never been issued a Special Issuance Passport (official, diplomatic, or military dependent no-fee) and is submitting an “original” U.S. Birth Certificate, Naturalization Certificate, or Certificate of Citizenship.
  - c. **If in possession of a tourist passport, the applicant must bring the passport to their appointment for name usage verification. If not utilizing the tourist passport as proof of citizenship, the passport will be returned to the applicant.**
- **Applicant’s Parent & Spouse Information:**
  - a. Applicant **MUST** reference their parent’s given birth name (i.e. maiden name). Parent’s full name, date of birth, and place of birth is required.
  - b. Provide spouse information, if currently or ever married.

- Are you known by other names?:** Provide any other name the applicant is legal known by or has used in the past (i.e. maiden name).
- **Personal Application Review:** Review all information for accuracy. Ensure you **DOUBLE CHECK** your work; Common Errors:
  - a. **ALL** information must be typed, not handwritten, or edited by PDF.
  - b. **Tourist Passport Holders:** Requested name on your application should be identical to the name represented on your tourist passport.
  - c. **Parental information:** Ensure parent’s names represent their given birth name (i.e. maiden name).
  - d. **Travel Plans:** ONLY provided by individuals applying with DTS, PCS, or Deployment orders. Dates of travel MUST replicate dates on orders. Individuals applying with a DoS approved waiver or DET approved memorandum in lieu of orders should not provide travel plans.
- Passport Products and Fees:**
  - a. Only “**Select**” Passport Book (\$110).
  - b. Scroll to the bottom of the page, Click on “**Next**” to continue. Please note, the Department of Defense (DoD) covers the processing cost of all Special Issuance Passports.
- Next Steps:** Scroll to the bottom of the page, **Click** in box “I have read and acknowledge...” than Click on “**Create Form**”. **Print ONLY pages 5-6, single sided.**

I have read and acknowledge the steps and information contained above.

<p><b>1. Create Form</b></p> <p>This will generate your passport form(s) as a .pdf file. Review the .pdf file for accuracy and completeness. If there is an error in your form(s), please start a new application.</p> <p><input type="button" value="Create Form"/></p> <p>* <a href="#">Adobe Acrobat</a> is required</p>	<p><b>2. Exit and Start New Form</b></p> <p>This will delete any information you have typed in and return you to the beginning of the online process so you may complete another form.</p> <p><input type="button" value="Start New Application"/></p>
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- Please **DO NOT** sign or date your application. By DoD regulation the applicant must date and sign a Special Issuance Passport application in front of a certified passport agent.
- Review the WPAFB No-Fee Passport Checklist. If applicant has not already scheduled an appointment, please contact the WPAFB Passport/Visa Office at 937-257-2317 to schedule.
- Smile: You are one step closer to acquiring a Special Issuance Passport!!