

# Required Item for Official Passports

## A. First time official passport request to include minors under 16.

1. **Complete DS-11**
2. Complete online form for each applicant at:  
<https://pptform.state.gov/FraudAbuseNotice.aspx?AspxAutoDetectCookieSupport&AspxAutoDetectCookieSupport=1>
3. Print the filled application. Do not sign until you are in front of the passport agent.
4. See paragraph "C" for further required items.

## B. For renewals.

1. **Complete DS-82. Note: A DS-11 is required for minors under 16.**
2. Complete online form at: <https://pptform.state.gov/>.
3. Print the filled application. Do not sign until you are in front of the passport agent.
4. See paragraph "C" for further required items.

## C. Required items and documentation in addition to the application form:

- 1) **One 5x5 cm. sized U.S. passport photo.**
  - i. Recommendation: There is a photo service at the SHAPE registration office.
  - ii. The photo cannot be more than six months old.
  - iii. DO NOT USE A PHOTO BOOTH.
  - iv. DO NOT USE MISTER MINT. All photos printed from Mister Mint have been rejected by the issuance agency.
  - v. Failure to provide the correct photo and exact size will require a rescheduling of your appointment.
  - vi. *Note: Do not cut the photos once printed.*
- 2) Include the **original birth certificate** with raised seal for first time applicants, and minors under the age of 16. **Or naturalization certificate** in lieu of a birth certificate.
- 3) **U.S. Military identification** such as a CAC, dependent ID card, etc.
- 4) **Documents to support DS-5504** for a name change such as marriage certificate, divorce decree, court orders if name is different from birth certificate, etc.
- 5) **Present all passports in possession** (i.e. No-Fee, Official or Diplomatic). The agent will make certified copies and you may keep the originals.
- 6) **Official orders or Certificate of Assignment.**
- 7) **Official Letter of Request** from applicant's command approving the request for an official passport.