
142 WG Passport Instruction

PLEASE FOLLOW INSTRUCTIONS EXPLICITLY OR WE WILL HAVE TO RE-SCHEDULE

Location: Portland OR Air National Guard Base
6801 NE Cornfoot Rd Building 170
Portland, OR 97218

Once on Base, take your second right and then we located in the first building on your left. Same location as the ID card office.

PASSPORT Application process:

1. Go here to fill out a passport application- [Passport Application \(CTRL + CLICK\)](#)
 - A. Application must be filled in on the website so that the barcode in the upper left-hand corner is present.
 - B. Answer the questions honestly, especially the questions concerning whether you have had a passport before. It doesn't matter if you have a tourist passport, official, diplomatic, military dependent, or no-fee passport. Answer yes if you have ever had a passport. Not answering these questions correctly could delay your passport.
 - C. DO NOT SIGN until you are in the presence of your passport agent.
 - D. DO NOT put your home address under Mailing Address, use the below information:
 - a. Mailing Address Line 1 (**Choose one** depending on service):
 - DFGN (Air Force)
 - DAGN (Army)
 - DMGN (Marines)
 - DNGN(Navy)
 - b. Address Line 2 (**Choose one** depending on service):
 - DOD/ DFGN (Air Force)
 - DOD/DAGN (Army)
 - DOD/DMGN (Marines)
 - DOD/DNGN(Navy)
 - c. City: Washington
 - d. State: DC
 - e. Zip: 20006
 - E. When asked "Is this your permanent address", click no and you will have the option to put your regular address.
 - F. When asked Passport Products and Fees: Choose Passport Book (\$130) (*You will not be charged*)
 - G. Processing Methods: Choose Routine Service (FREE)
 - H. Delivery Methods: Choose Standard Delivery (FREE) and then click next
 - I. Click that you have read and acknowledged the steps and information contained above
 - J. Print Form, pages 5-6, print one-sided and do not sign until in the presence of passport agent

You will need to bring the following items to your passport appointment located in building 170

For Members Age 16 and Over

Initial No-Fee Passport / First Adult Passport / Replacement of Lost, Stolen, or Damaged No-Fee Passport:

Items Required:

- DS-11 Application Form •Must use the FORM FILLER version•(application MUST be filled in Online/ link & guidance on next page)
 - TWO Passport Photos Size 2x2 - No Military Uniform (Incl. Undershirt) or Glasses - taken the last 6 months) Copy of Photo ID (front and back - Military ID); (Applicants age 16-17: include copy of parent's ID)
 - Copy of ALL valid Regular/tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
 - Expiring / Expired No-Fee/Official passport (**Original MUST be mailed off with application**)
 - Original US Birth Certificate/Consular Report of Birth Abroad/ Naturalization Certificate (**Original MUST be mailed with application**)
 - Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- If passport is lost/stolen, a DS-64 will need to be completed and submitted with application
- Link:<https://eforms.state.gov/Forms/ds64.pdf>

Initial No-Fee Passport but holds Tourist/Renewal of No-Fee Passport/Name change of official valid Passport:

Items Required:

- DS-82 application form •Must use the FORM FILLER version•(application MUST be filled in Online/ link & guidance on next page)
- TWO Passport Photos Size 2x2 - No Military Uniform (Incl. Undershirt) or Glasses - taken within the last 6 months Copy of Photo ID (front and back - Military ID)
- Copy of ALL valid Regular/Tourist passports you may hold. Data+Signature page only. (Must bring original to appointment)
- Expiring/ Expired No-Fee/Official passport (Original MUST be mailed off with application)
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original Marriage Certificate or Court Order (if applicant is changing their name)

For Children Age 15 and Under

Initial No-Fee Passport /Initial No-Fee but Holds Tourist Passport / Renewal of No-Fee / Replacement of Lost, Stolen, or Damaged Passport:

Items Required:

- DS-11 Application Form •Must use the FORM FILLER version• (application MUST be filled in Online/ link & guidance on next page)
- TWO Passport Photo Size 2x2 - No Glasses - taken the last 6 months)
- Copy of Parents' Photo ID (front and back - Military IDs)
- Copy of ALL valid Regular/fourist passports you may hold. Data+Signature page only. (Must bring original to appointment)

- Expiring/ Expired No-Fee/Official passport (Original MUST be mailed off with application)
- Original US Birth Certificate/Consular Report of Birth Abroad/Naturalization Certificate (copy will be accepted for renewals only)
- Progression photos: •If passport was issued under Sy/o. One (1) photo per year from the date of the most recent passport
- Copy of PCS orders
- Approved Command Sponsorship Memo (if applicant is not listed on the original orders)
- Original court order (sole custody), death certificate, or notarized DS 3053 from absent parent-including a photocopy of their ID (if applicable)
- If passport was lost/stolen, a DS-64 will need to be completed and submitted with application
Link:<https://eforms.state.gov/Forms/ds64.pdf>

Both parents and child need to be present at the appointment. If one parent cannot attend the appointment with the other parent and child, an original notarized DS-3053 and copy of photo ID are required from absent parent. (Link: <https://eforms.state.gov/Forms/ds3053.pdf>)
(Note: each application will require their own DS-3053 and ID copy)