

# **My spouse has orders! Now what?**



**A quick reference guide to PCSing when  
your spouse is away.**

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## OFFICIAL PASSPORT PROCEDURES

**PLEASE NOTE: NO FRONT TO BACK PRINTOUTS, HAND PRINTED OR WRITTEN APPLICATIONS WILL BE ACCEPTED.**

These procedures are for Dependents, authorized Active Duty Members, and DOD Civilians on PCS or TDY Orders going overseas

Passport Agent: Mrs. Ann Walker  
Commercial (623)-856-8742, DSN: 896-8742  
Commercial Fax (623)856-9328, DSN Fax 896-9328  
E-mail: [ann.walker@luke.af.mil](mailto:ann.walker@luke.af.mil)

### **PASSPORT APPLICATIONS ARE PROCESSED BY APPOINTMENT ONLY**

NOTE: Passport appointments should be made within 10 workdays of receiving the assignment notification RIP. Waiting puts the family at risk of not receiving the passport in time to depart with the member.

### **WEB SITE FOR PASSPORT APPLICATION**

All Passport applications processed through this office must be **filled out and printed** on-line. Please read the below guide thoroughly.

In order to utilize the 2D Barcode go to <https://pptform.state.gov>.

- A screen with the following options will appear:
  - International Travel for U.S. Citizens
  - Passports for U.S. Citizens
  - Visas for Foreign Citizens
  - Children & Family for U.S. Citizens
    - Select Applications and Forms under “Passports for US Citizens”
    - Select Passport Application Wizard
    - Click in the square beside “I have read the Privacy and Computer...”
    - Click submit
- What are you applying for today?
  - Apply for a Passport Book click “Continue”
- About You
  - Fill out completely to include a middle name and suffix when applicable, click next

- Contact Information
  - Where should the passport be mailed?
    - Street: 7383 N LITCHFIELD RD
    - Room: Ste. 2056 C
    - Street Address 2: 56 FSS/FSMPS (cut & paste this to the In Care of line i.e. highlight, Control “c” then Control “v” paste to the In Care of line below then go back and delete from the street address 2 line.
    - City: LUKE AFB
    - State: AZ
    - Postal Code: 853091513(no dash)
    - In Care of: 56 FSS/FSMPS
  - Is this your permanent address (No)
  - Please enter the permanent address below: (the current Arizona address)
  - Email Address
  - Phone Number (+click to add each number-use sponsors work number, please provide two numbers)
    - Home
    - Work
    - Cell, Click next
- Travel Plans
  - Date of trip (15 – 20 days prior to port call when possible) if you are leaving within 30 days do not back the date at all, it takes 4 – 6 weeks to process and official passport
  - Length of trip (PCS tour length) i.e. 3 yrs, 4 yrs
  - Countries to be visited (Country PCSing to only) do not type in Europe etc., click next
  - If PCSing to Alaska, type in Alaska not Canada
- Who should we contact in case of an emergency?
  - Anyone you trust i.e. spouse, family member, friend, click next
- Your Most Recent Passport
  - The key is entering information into this section – read it carefully – the answers to the questions here determine what type of application is going to be printed (DS-11, DS-82, DS-5504).
  - Do you currently have any of the following

- Passport Book    Passport Card    Both    None
  - Ignore Passport Card and the word Both
  - The Passport is now called a Passport Book, click next
  - Do you still have the book in your possession? Click yes only if you are applying for the same type of passport book, i.e. applying for an official and you have an official to submit. Please continue reading
  - If you own a tourist (personal, leisure, travel) passport and wish to use that instead of a birth certificate click other and in the box below it type in REQ 4YR PPT.
  - Fill in the recent passport information
  - Click on the other items as applicable the correct form will be processed.
  - If you possess a previous passport (tourist, official or diplomatic) always fill in the most recent information requested for the same type of passport, i.e. official for official, diplomatic for official or diplomatic; if you only have a tourist passport put that information in. NOTE: This information is important and has to be added in where requested. The applicant is certifying under oath that everything is true and correct, when in fact it may not be, which leaves the door open for possible fraud. Click next.
- Parent & Spouse Information
  - Please fill in all the blanks even if a \* is not beside it, the more information given the better, click next.
- Passport Application Review (please check your work), click next
- If you have never had a passport
  - Click None, then click next
  - Fill out information as required
- Passport Application Review (please check your work), click next
- Summary of Fees
  - This is a government no-fee passport- no charges, click submit
- Next Step
  - Go to number 3 Create Form near the bottom of the page and click button
  - Window will read:                    Open                    Save                    Cancel

- Click Open
- Click printer picture (not file)
- Print pages 5 & 6 only on separate pages and bring to the passport appointment

## REQUIRED DOCUMENTS TO PROCESS PASSPORT

- Photos
  - Two recent color passport photos within the last 6 months, and must reflect the applicants' current appearance
  - Active duty military requiring passport photos
    - Photos cannot be taken in uniform
  - Normal street attire (no bare shoulders)
  - White tops don't show well against a white background wear colors
- Proof of U.S. Citizenship
  - Birth Certificate, certificate of naturalization, consular report of birth abroad, citizenship certificate or a previous U.S. passport (originals are required or copies certified from the state or county of birth, do not use local notaries).
- Proof of Identity
  - Active duty/dependent ID, drivers license, school ID (with picture), social security cards of children without military ID cards & marriage certificate
  - ATTENTION ALL: Birth abstract certificates from California and Texas are no longer accepted by the Department of State. Please contact the vital statistics office in your state of birth and specifically ask for the long form of the birth certificate.

Bring the application that pertains to the applicant:

- DS-11 Passport application (original issue)
- DS-82 Renewing an official passport – bring official passport
- DS-64 Statement regarding lost or stolen passport
- DS-3053 – Statement of consent: issuing a Passport to a Minor under age 16 when one biological parent is not available to sign the passport application

IF YOU ARE NOT A LEGAL GUARDIAN indicated by court documentation stating so, a Notarized Minor Consent (DS-3053 is required from the biological parents).

EFFECTIVE 1 FEB 04, ALL MINORS MUST BE PRESENT AT TIME OF PASSPORT APPOINTMENT PER THE "U.S. DEPARTMENT OF STATE'S BUREAU OF CONSULAR AFFAIRS."

THE GOVERNMENT NO-FEE PASSPORT IS NOT FOR TOURIST TRAVEL BUT TO LIVE IN THE COUNTRY IN WHICH THE SPONSOR IS STATIONED.

WHY IS IT IMPORTANT TO OBTAIN AN OFFICIAL PASSPORT WHEN PCSING TO A FOREIGN COUNTRY?

- Foreign Country Entry and Exit:
  - Some foreign countries will deny entry at the border to someone entering the country on official government business that arrives with only a tourist passport and not the official passport.
  
- Violation of Sovereignty:
  - Use of the tourist passport when traveling in an official capacity misrepresents the true purpose for which the traveler has entered the country.
  - This can have a serious and adverse affect on our reciprocal relations with foreign countries.
  
- Security Concerns:
  - Should there be a problem while in the host country; the official passport provides quicker access to officials of the host country government and greater protection.

Revised: 08 Aug 08

## SHIPPING HOUSEHOLD GOODS

The spouse can come with the orders to our office and arrange the move. As long as he or she is shipping the goods to the next duty station and/or putting goods into storage, they do not need a Power of Attorney. We will take all necessary information, then schedule him or her for a briefing. If they do not want to come here, then have to come back for her briefing, he or she can fax (623-856-6649) or e-mail ([tmoluke@luke.af.mil](mailto:tmoluke@luke.af.mil)) the orders. We will take all necessary info over the phone and they will only have to come in once for the briefing.

The key is that the dependents are listed in the orders. It is the member's responsibility to ensure that the orders are correct.

### **Transportation Management Office (TMO)**

7383 North Litchfield Road  
Bldg 1150, Room 1122 A  
Luke AFB, AZ 85309-1515

#### Hours of Operation

Monday - Friday 8:00 a.m. - 3:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Phone: 623-856-6425

Phone: 623-856-6424

Fax: 623-856-6649

DSN Voice: 312-896-6425

DSN Fax: 312-896-6649

E-mail: [tmoluke@luke.af.mil](mailto:tmoluke@luke.af.mil)

## OVERSEAS MEDICAL CLEARANCES

Medical clearances for family members must be completed before you can receive your orders.

Medical Clearance can be achieved by completing the following forms:

DD Form 2792 Medical Summary

DD Form 2792 Asthma Addendum

DD Form 2792 Mental Health Addendum

DD Form 2792 Educational Addenda for children 3-21 years of age

AF Form 1466 Dental Summary

AF Form 1466D Dental Summary for children 2 years or older.

Once you have your Assignment Rip, call the EFMP/SNIAC office at 623-856-7595. An individual will assist you by going over the needed forms with you on the phone to pre-screen your family.

You will then take the 2792's to your medical providers for completion. Your medical provider will fill out the forms with you for all family members with identified medical concerns that are chronic, requiring more than four visits a year for, medical concerns such as asthma. If a family member is receiving Mental Health or Family Advocacy services, the provider will need to fill out the 2792 Mental Health Summary.

The educational forms will need to be taken to your child's school if the child is school age. If the child is in pre-school, you as the parent or your child's preschool can fill out the forms. If your child has an Individualized Education Plan (IEP), a current copy of that will also need to be brought to the Overseas Clearance appointment. The 1466D dental form will need to be taken to the family dentist and filled out for each family dependent. No provider will fill out the 1466. That will be completed at the overseas clearance appointment.

Once all those forms are complete, you will then call the EFMP/SNIAC office to schedule your overseas clearance appointment. At this appointment, ALL dependents accompanying the active duty member will need to attend, regardless of age. All records will be reviewed to assure completion.

### **Exceptional Family Member Program/ Special Needs Identification and Assignment Coordination Office (EFMP/SNIAC)**

Family Member Relocation Coordinator

56 MDSS/SGST

DSN: 896-7595

COMM: (623)856-7595