



Agent Renewal Application

Initial Applications or Expired Agent Cards greater than 60 days must be made in person.

> Helpful phone numbers: Customer Support: 294-5019 // Pass & Registration: 294-7551

Requesting Agent Info:

First Name:

Last Name:

E-mail Address:

Phone Number:

duty cell

Previous Agent ID Number

Agent Reason: Please select the justification for the agent letter from below.

Comments: If it's not identified, please explain in the text box. *Please enter any additional information that will help us process your request in a timely manner.*

Patron Name(s): Identify the full name(s) of the patron the agent will be acting on behalf of, followed by DoD Beneficiary Number or SSN found on an 1172 or ID card. (example: Mickey Mouse / 1234567800)

Please select all forms being provided with this application: *****Scanned/photo copies MUST be in color, they will be rejected if not***** *Identity source documents must be bound to applicant and shall neither be expired nor canceled. If the two identity source documents bear different names, evidence of formal name change must also be provided.* It is better to submit too much information than not enough.

Birth Certificate (for all minors)

Power of Attorney

Other

Divorce Decree (listing all minors)

Photo ID of requesting agent *(Select type from drop down)* ****Required****

Adoption Paperwork

Military Photo ID(s) of all listed patrons ****Required****

Medical Note from Doctor

NEXT STEPS:

Send an encrypted email, **Subject line: AGENT Renewal_Last, First name (of agent)** with this form and all applicable "certified" color, copies of source documents identified to 55FSS.FSPS.CustomerService@us.af.mil **Can't send encrypted message?** You can also send a password protected PDF by following these steps: Click on File>Properties>Security Tab>Security Method Drop Down>Select Password Security>Check "Require a password to open document" box>Type desired password>Click OK>Type Password again>Click OK>Save Document. Once you have password protected your document, email it to our org box above. Send a second email containing the password. Please allow up to 5 duty days for actions to be completed before calling 294-5019 to check on the status. An email will be sent to the provided email address when the update has been made or if there are follow up questions. *Disclaimer: Even though use of a password-protected PDF adds a layer of security and minimizes risk, we cannot fully guarantee the security of personally identifiable information sent unencrypted from a non-governmental email address -- by using this method, you understand this underlying risk and choose to accept the risk (IAW Air Force Instruction 33-332).*

ACTIONS to be completed by the MPF ONLY *(enter date & initials of customer service technician completing action)* Request received date/by: Complete letter sent to VCO date/by:

Agent was called or email was sent date/by: