

Studio Photo Request Walk Through

1. Please scan the QR code or click the link on our website under "Contact Us -> Public Affairs"
2. Use a **personal email** to receive the code

Enter your email

PERSONALEMAIL@gmail.com

If military, military email preferred

NEXT

Enter your one time passcode

469208

An email has been sent to you with a one time passcode. Please check your spam folder if you have not received the passcode. You have 30 minutes to enter it before it expires.

[Resend Code](#)

GO BACK

NEXT

3. Use your **MILITARY EMAIL** when prompted for a **second time** to gain access to the “Studio Photo” option.

Create a New Request! * = Required

Email

Servicing Team

Project Details

Customer Details

Additional Information

Review

ENTER YOUR EMAIL

Example.email@us.af.mil

If military, military email preferred

NEXT

4. **Service location:** Altus AFB

Servicing Team: 97th Air Mobility Wing Public Affairs

Create a New Request! * = Required

Email

Servicing Team

Choose Appointment

Additional Information

Review

Choose Your Team

SERVICING TEAM & CAPABILITIES

Service Location *

Altus AFB

Servicing Team *

97th Air Mobility Wing Public Affairs


Team Email

97amw.pa@us.af.mil


Team Commercial Phone

580-481-7700


Which service does this request fall under? *




General PA Support
Ceremonies, Events, DOES
NOT INCLUDE STUDIO PHOTO




Studio Photography
Portraits, Full-Length Portraits,
Passport/ID, Studio




Marquee & Displays
Posting information to base
marquee



Security & Policy Review
Formal content review,
contracts, papers for ...



Tour Request
Tours, Honorary CC, Airshows



Presentation Requests
Community Briefs to Civic
Groups like Rotary Clubs

GO BACK

Screenshot

NEXT

4. Choose the option that pertains to your request.

Create a New Request! * = Required

Email

Servicing Team


Choose Appointment

Additional Information


Review

Book Studio Appointment


What Service is Needed?



PORTRAIT



FULL LENGTH



PASSPORT/ID PHOTO

GO BACK

NEXT

5. Select an available time that works for both you and us, then click “OK” to confirm.

Create a New Request! * = Required

Email

Servicing Team

Choose Appointment

Additional Information

Review

Book Studio Appointment

[← Change Service](#)

First Select a Date (you may filter by day and month), then select an associated time slot. Once you review your appointment, select 'OK' then continue with the form

Please only select one date at a time in order to view all time slots available

February

--Select a Day--

Date	Time	Reservation
Feb 5, 2025 Wednesday	1:00 PM-1:30 PM	<div>Your Portrait Appointment at Altus Air Force Base Public Affairs Official Photo Studio 510 N 6th St, Bldg 87 Rm 107</div> <div>Wednesday 2/19/2025 2:00 PM-2:30 PM</div> <div>You must click 'OK' to continue OK</div>
Feb 6, 2025 Thursday	1:30 PM-2:00 PM	
Feb 12, 2025 Wednesday	2:00 PM-2:30 PM	
Feb 13, 2025 Thursday	2:30 PM-3:00 PM	
Feb 19, 2025 Wednesday	3:00 PM-3:30 PM	
Feb 20, 2025 Thursday	3:30 PM-4:00 PM	
Feb 26, 2025 Wednesday		
Feb 27, 2025 Thursday		

« < 1 - 6 of 6 > »

« < 1 - 8 of 8 > »

GO BACK

NEXT

6. Tailor the information to your specific request.

Create a New Request!

* = Required

Email

Servicing Team

Choose Appointment

Additional Information

Review

Additional Information

PURPOSE

Project Purpose *

8x10 or 5x7
Official Studio portrait for official purposes or official people
Proof of task is attached that the bottom

119/1000

Flags Required? *

☐ Yes ☒ No

PERSONAL DETAILS

Grade * First Name *

E6 John

Last Name *

Smith

CONTACT

Primary Email *

EXAMPLE@US.AF.MIL

Contact Email

Primary

Alternate Email

Enter Alternate Email...

Alternate

Commercial Number *

-481-7727

DSN

Enter Number...

Work Cell

Enter Number...

ATTACHMENTS

Attachments

UPLOAD

Drop files here

PRIMARY CUSTOMER

Is this request on behalf of someone else? *

☒ No ☐ Yes

GO BACK

NEXT

7. Double-check that all your information is correct before submitting.

After submission, please allow up to 48 hours for our team to review your request. If you haven't received confirmation within that time, call our office at 580-481-7700. Thank you!

Create a New Request!

* = Required

Email

Servicing Team

Choose Appointment

Additional Information

Review

Review

SERVICING TEAM: 97th Air Mobility Wing Public Affairs

PROJECT DETAILS

Purpose: 8x10 or 5x7
Official Studio portrait for official purposes or official people
Proof of task is attached that the bottom
Service: Studio Photography

APPOINTMENT DETAILS

Service Type: Portrait
Studio Name & Location: Altus Air Force Base Public Affairs Official Photo Studio - 510 N 6th St, Bldg 87 Rm 107
Date & Time: 2/19/2025 2:30 PM - 2/19/2025 3:00 PM

CUSTOMER

E6 John Smith

ORGANIZATION

U.S. Air Force

PRIMARY EMAIL

EXAMPLE@US.AF.MIL

COMMERCIAL NUMBER

-481-7727

☐ I certify the products and services received from this request are for official government use only.

☐ I certify this request is being submitted by a Customer of the Public Affairs Office.

GO BACK

SUBMIT