

# Adult Tourist Passport Renewal Checklist

PANZER KASERNE BLDG 2948 RM 113

DSN: 431-2009/2301 OR CIV 0703-115-2009/2301

Walk-in Hours of service: Monday, Tuesday and Friday 0800-1630

**PLEASE FILL IN THE TOP SECTION ONLY**

APPLICANT'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
LAST FIRST MIDDLE NAME DD / MMM / YYYY

APPLICANT'S SSN: \_\_\_\_\_ AGE: \_\_\_\_\_

SPONSOR'S NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
LAST FIRST MIDDLE NAME E1/01/GS-/YA-/YB-

SPONSOR'S SSN: \_\_\_\_\_ UNIT: \_\_\_\_\_

DUTY/HOME PHONE: \_\_\_\_\_ / \_\_\_\_\_ CELL# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## IMPORTANT PROCESSING NOTES:

- Applicant must fill out the application online at: [www.travel.state.gov](http://www.travel.state.gov). Printed single side paper
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Reference the most recent passport in your possession on the application, regardless of type.
- Provide all passports, regardless of type (current, recently canceled or recently expired passport).
- Previous passport must have been issued within the last 15 years.
- Photo must be less than 6 months old and not on any previously issued passport
- It is required for the applicant to use the following mailing address on all passport applications:

*USAG Stuttgart DHR, Unit 30401, (Street address 2) ATTN: Passports (City) APO (State) AE (Zip code) 09107 (Country) USA  
(In care of) Stuttgart Army*

## REQUIRED DOCUMENTS for Blue TOURIST Passport (OVER Age 16) (issued a previous passport after age 16):

- Form DS 11, Applicant 1<sup>st</sup> time after age 16, Money order for \$135.00 payable to: Department of State
- Form DS 11, (Lost/ Mutilation) Money order for \$135.00 payable to: Department of State
- Form DS 82, Adult renewal 16 and older, Money order for \$110.00 payable to: Department of State
- Most recent passport, reference the most recent passport in your possession
- Provide all current, recently cancelled or expired passports regardless of type
- 1 Passport Photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- Military ID/CAC Card D Card (16-20 yrs: only minor's ID and 1 parent's ID, One parent must be present)
- Social Security verification
- If current name is different than most recent passport, legal proof of name change is required. Original documents must be submitted (Original birth certificate, original marriage license, original divorce decree, or original court order)

## MISCELLANEOUS ADDITIONS FOR RENEWAL PASSPORT APPLICATIONS, IF APPLICABLE:

- Original DS 3053 Statement of Consent: Issuance of a US Passport to a Minor under Age 16 or specific power of attorney and deployment orders
- Copy of non applying parents ID
- Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.
- DS 64-Statement Regarding a Lost or Stolen Passport (MUST also accompany Police report)
- Police Report (MUST also accompany DS 64 lost report)
- Statement of mutilation of passport (MUST be included with Original Passport)

Approximate  
return time for:

TOURIST  
8- 12 weeks

App Init  
\_\_\_\_\_

PPT Agent Init  
\_\_\_\_\_

Signed MOU on file  
\_\_\_\_\_

Renewal

Tourist

No fee

official

Diplomatic

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_