

Adult Tourist Passport and Card Renewal Checklist

PANZER KASERNE BLDG 2948 RM 113

DSN: 431-2009/2301/3329/2539 OR CIV 0703-115-3329/2301/3329/2539

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

Closed Wednesday and Thursday for processing and Report of Births

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. Printed single side paper
- Passport and Passport Card can be requested for on the same application outside the U.S.
- Both biological parents must be present for minor under age 16.
- One biological parent must be present for minor over 16 years of age when applying for 1st full term passport.
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Provide all passports, regardless of type (current, recently canceled or recently expired passport).
- Previous passport must have been issued within the last 15 years
- Reference the most recent passport in your possession on the application, regardless of type.
- 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:

(Street Address) USAG Stuttgart DHR, Unit 30401 **(Street address 2)** ATTN: Passports **(City)** APO

(State) AE – AF Europe **(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 1st time after age 16, Money order for \$135.00 payable to: Department of State
 - With passport card \$165.00. Original documents must be submitted with application.
- Form DS 82, Adult renewal for passports issued after 16th Birthday, Money order for \$110.00 payable to: Department of State
 - With passport card \$140.00. Original documents must be submitted with application.
- Form DS 82, Adult renewal for passport card Only issued after 16th Birthday, must have EXISTING FULL TERM (10 Yr) passport
 - Money order for \$30.00 payable to: Department of State. Original documents must be submitted with application.
- 1 Passport Photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- Social Security verification (ID, memory, SSN card, supporting documents)
- Provide all current tourist (book and card), diplomatic and official/no-fee passports regardless of type.
- Most recent tourist (book and card), diplomatic and official/no-fee passports issued within the past 15 yrs even if recently canceled.
- Military ID/CAC Card (16-17 yrs: Minor's ID issued after age 16) or Minor and 1 parent's ID, parent must be present)
- 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)

Approximate return time for:

TOURIST
6 -8 Weeks

App Initials

PPT Agt Initials

Signed MOU on file

Documentation Submitted

- PPT Card
- Birth Certificate
- No fee Tourist
- Diplomatic
- Official 1st
- Official 2nd
- Name Change Doc
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Passport Requested

- Tourist
- PPT Card

Mail Application To

- NPC FRK

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.

Applicant's Signature: _____ Date: _____

AUGUST 2014