

CIVILIAN NO-FEE OFFICIAL (red) RENEWAL PASSPORT 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

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.
- 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 issue within the last 15 years and be in good condition
- Photo must be less than 6 months old and not on any previously issued passport. Infants eyes must be open
- 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:

- Form DS 11 for applicant under age of 16 (Both biological parents and child must be present for child under 16).
- Form DS 11 for applicant 16 years and older applying for first passport over age 16. (one parent must be present).
- Form DS 82, Adult renewal for passports issued after 16th Birthday.
- 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).
- Original U.S. birth certificate for all applicants under 16 years of age.
- Social Security verification (ID, your memory, SSN card, supporting documents).
- One passport photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo).
- 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.
- Initial Travel Orders (DD Form 1614) or Transportation Agreement (DD Form 1616/1617). If extended proof of extension.
- DD Form 1056 - Require a typed form with command authorize signature. Signature must be in BLUE ink. (see sample attached)
- Proof of name change if current name is different than most recent passport, legal proof of name change is required, and original documents must be submitted with this application.
- Request for 2nd official passport must be accompanied by an official agency letterhead memorandum justifying the need for the second official passport.

IF HIRED LOCALLY:

- Memorandum from your command listing 1 Non-NATO country for travel to justify the request for an official passport IAW the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>
- Current SF-50 NAF OR AAFES proof of employment

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 with 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
- Police Report (recommended but not required)
- Statement of mutilation of passport (MUST be included with Original Passport)

Applicant's Signature: _____ Date: _____

AUGUST 2014

Approximate return time for:

OFFICIAL
8-12 Weeks

App Initials

PPT Agent Initials

Signed MOU on file

Documentation Submitted

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

Passport Requested

- Official 1st
- Official 2nd
- Renewal Official 1st
- Renewal Official 2nd