

VISA CHECKLIST

PANZER KASERNE BLDG 2948 RM 113

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

Email: usarmy.stuttgart.imcom-europe.list.stuttgart-passport@mail.mil

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

Wednesday: Closed; **Thursday:** Report of Births appointments, and families of five or more

APPLICANT'S NAME: _____ LAST FIRST MIDDLE NAME	DOB: _____ DD / MMM / YYYY
APPLICANT'S SSN: _____ UNIT: _____	RANK: _____
DUTY/HOME PHONE: _____ / _____	CELL# _____
EMAIL ADDRESS: _____	
SERVICE YOU WORK FOR: <input type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Air Force <input type="radio"/> Marine Corps <input type="radio"/> Coast Guard <input type="radio"/> Other	

Before you apply for a country visa:

Step 1: Ensure your passport is valid for travel:

- Your passport must be signed, and normally have a minimum of six months validity left before expiration.
- Is there enough required blank VISA pages in your passport.

Step 2: Verify you need a country visa:

- Go to <https://www.fcg.pentagon.mil>. Click on "I Accept, Enter the Site". Expand the region tree on the left.
- Click on the country, and review the entry, and passport requirements.

Step 3: Visit <https://passportmatters.hqda.pentagon.mil/index.aspx> and hover over "Resources", click on "Passport/Visa Requirements by Country", scroll down to click on your country of travel located on the left.

Step 4: Print the webpage of Visa requirements. You will use it as a country checklist for the visa application package.

Step 5: Click on the "Visa Application" PDF file. Complete and print per the instructions.

Step 6: Required documents to process application:

- Copy of TDY/TAD/PCS orders
- Current valid passport on which travel will be accomplished
- Copy of website country Visa Requirements list per step 3 above
- Completed original visa application and required copies
- Photo(s), number and size as required
- Copy of your government ID card
- DD Form 1056: ****NOTE:** When providing exact purpose in block 17 of DD Form 1056, do not state "PCS/TDY, or official business". You must list the exact purpose of the trip ("Why are you going PCS/TDY?", "What will you be doing at your PCS/TDY location?")

Step 7: Country specific documents that are only required if on the website list, see Step 4:

- Medical certificate from a recognized physician indicating that the applicant is in good health
- Valid certificate of immunization
- Flight itinerary
- Proof of sufficient funds to cover cost of intended stay
- Copy of marriage certificate
- Money order

Step 8: Bring your completed country visa application, and all required documents to the USAG Stuttgart Passport Office.

Applicant's signature: _____ Date of application _____ Date of travel _____

Agent Signature: _____ LSW _____ Berlin _____