

INITIAL PASSPORT BOOK AND CARD CHECKLIST FOR TOURIST AND OFFICIAL

PANZER KASERNE BLDG 2948 RM 113

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

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-/Cont

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.
- 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. 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 add.box # 2)* ATTN: Passports *(City)* APO
(State) AE – AF Europe *(Zip code)* 09107 *(Country)* USA *(In care of)* Stuttgart Army

TOURIST PASSPORT:

- Form DS 11, Adult 1st time passport after age 16, Money order for \$135.00 payable to: Department of State
 - With passport card \$165.00 WHEN THERE IS NO EXISTING PASSPORT.
- Form DS 11- MINOR UNDER 16 yrs old 1st time passport, Money order for \$105.00 payable to: Department of State
 - With passport card \$120.00 WHEN THERE IS NO EXISTING PASSPORT.
- Form DS 11- Applicant, 16 yrs of age or older passport card ONLY Money order for \$55.00 payable to: DEPARTMENT OF STATE
- Form DS 11- MINOR UNDER 16 yrs old passport card ONLY Money order for \$40.00 payable to: DEPARTMENT OF STATE
- Original documents must be submitted with application when applying for a passport card.
- Original U.S. Birth Certificate (Notarized copies are NOT ACCEPTABLE)
- Social Security verification (ID, memory, SSN card, supporting documents)
- 1 Passport Photo (2X2) (Military and Civilian sponsored Photo Lab 2948 2nd floor/ Contractors must provide photo/
- 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 your current name is different from the name on your original birth certificate, provide proof of name change (Original marriage license, original divorce decree or original court order)

NO FEE OFFICIAL or DIPLOMATIC PASSPORT: (Active Duty Military, Civilian) (No Funds Required)

ALL THE ABOVE PLUS THE FOLLOWING (No Funds Required):

- DODDS/AAFES/DOD Civilians MUST include: Initial Travel Orders (DD Form 1614) and Transportation Agreement (DD Form 1616/1617)
- Proof of Command Sponsorship (ORDERS, SPONSORSHIP LETTER, DEPENDENT ENTRY LETTER)
- Orders or supporting documents stating requirement for Diplomatic / Official passport
- DD Form 1056 - Require a typed form with command authorized signature (see sample attached)
- Memo of Justification for Active Duty Military from Command stating 1Non- Nato country for travel IAW <https://www.fcg.pentagon.mil/fcg.cfm>

NOTE: NO PASSPORT CARDS AVAILABLE FOR OFFICIAL(No fee) PASPORTS

MISCELLANEOUS ADDITIONS FOR LOST OR STOLEN 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 30 DAY deployment orders
- Non Applying parents must provide a copy of ID card
- Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.

Approximate return time for:

OFFICIAL
8-12 Weeks

TOURIST
6-8 Weeks

App Initials

PPT Agt Initials

Signed MOU on file

Documentation Submitted

- Birth Cert
- Old PPT
- Name Change Doc
-

Passport Requested

- Official
- Tourist

Mail Application To

- NPC FRK
- SIA

Applicant's Signature: _____ Date: _____

Jul 2014