

# LOST/STOLEN PASSPORT 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

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 Lost, stolen or mutilated passport on the application to obtain the correct form.**
- Original proof of U.S. citizenship must be submitted with the request (Birth certificate, old passport ect...)
- Provide all remaining passport currently in your possession for verification.
- 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 (**Zip code**) 09107 (**Country**) USA (**In care of**) Stuttgart Army

## TOURIST PASSPORT :

- Reference the Lost, stolen or mutilated passport on the application to obtain the correct form.
- Form DS 11- Adult or child 16 yrs of age or older  Money order for \$135.00 payable to: DEPARTMENT OF STATE
- Form DS 11- Children UNDER 16 yrs old  Money order for \$105.00 payable to: DEPARTMENT OF STATE
- Original U.S. Birth Certificate (Notarized copies are NOT ACCEPTABLE), Must be submitted with the application
- Social Security verification (ID, memory, SSN card, supporting documents)
- 1 Passport Photo (2X2) (Military and Civilian sponsored Photo Lab 2948 2<sup>nd</sup> 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 or proof of U.S. citizenship provide original proof of name Change (Original marriage license, original divorce decree or original court order)
- DS 64-Statement regarding a lost or stolen passport (Must accompany the application)
- Police report (Not required, but recommended)
- PROVIDE ALL OTHER PASSPORTS, (regardless of type)**
- Anticipated travel must include itinerary or proof of travel and justification for an emergency passport

## BLUE NO FEE OFFICIAL PASSPORT (Active Duty Family Member Passport ONLY) (No funds required)

All the above items under "Tourist Passport" and:

- Proof of Command Sponsorship (ORDERS, SPONSORSHIP LETTER, DEPENDENT ENTRY LETTER)
- DD Form 1056 - Require typed form from unit/agency

## RED NO FEE OFFICIAL or DIPLOMATIC PASSPORT: (Active Duty Military, Civilian, and Contractors with exception) (No funds required)

All the above items under "Tourist Passport" and:

- DOD AF/NAF Civilians MUST include: Initial Travel Orders (DD Form 1614) and Transportation Agreement (DD Form 1616/1617)
- Orders or supporting documents stating requirement for diplomatic / official passport based on country
- DD Form 1056 - Require typed form from unit/agency
- Memo of Justification for Active Duty Military from Command stating 1 Non- NATO country for travel IAW <https://www.fcg.pentagon.mil/fcg.cfm>

## 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 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.

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

JUL 2014

## Approximate return time :

Tourist  
6- 8 weeks

No Fee / Official  
8- 12 weeks

App Initials  
\_\_\_\_\_

PPT Agt Initials  
\_\_\_\_\_

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

Birth Certificate

Old PPT, (15 yrs)

Naturalization

No Fee

Tourist

1<sup>st</sup> Official

2nd Official

Name Change Doc

## Mail Application To

NPC  FRK

SIA