

Active Duty Military Dependent No Fee Official (blue) Passport Renewal Checklist

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-/YA-/YB-

SPONSOR'S SSN: _____ **UNIT:** _____

DUTY/HOME PHONE: _____ / _____ **CELL#** _____

EMAIL ADDRESS: _____

<p>Approximate return time for:</p> <p style="text-align: center;">OFFICIAL 8- 12 weeks</p> <p style="text-align: center;">App Initials _____</p> <p style="text-align: center;">PPT Agt Initials _____</p> <p style="text-align: center;">Signed MOU on file _____</p>
<p style="text-align: center;">Documentation Submitted</p> <p><input type="checkbox"/> PPT Card</p> <p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> No fee</p> <p><input type="checkbox"/> Tourist</p> <p><input type="checkbox"/> Diplomatic</p> <p><input type="checkbox"/> Name Change Doc</p> <p style="text-align: center;">-</p>
<p style="text-align: center;">Passport Requested</p> <p><input type="checkbox"/> No Fee</p> <p><input type="checkbox"/> Renewal No Fee</p>

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 passports).
- Previous passport must have been issue within the last 15 years.
- 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,
- Most recent tourist (book and card), diplomatic and official/no-fee passports issued within the past 15 yrs even if recently canceled.**
- Provide all current tourist (book and card), diplomatic and official/no-fee passports regardless of type.**
- Social Security verification (ID, memory, SSN card, supporting documents)
- 1 Passport photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- DD Form 1056 - Require a typed form with command authorize signature. Signature must be in BLUE ink. (see sample attached)
- Original U.S. birth certificate for all applicants under 16 years of age.
- 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)
- Proof of name change if current name is different than most recent passport, legal proof of name change is required, and the original documents must be submitted with passport application.
- Proof of Command Sponsorship (ORDERS, SPONSORSHIP LETTER, DEPENDENT ENTRY LETTER)

MISCELLANEOUS ADDITIONS FOR LOST OR STOLEN PASSPORT APPLICATIONS, IF APPLICABLE:
<ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Non Applying parents must provide a copy of ID card <input type="checkbox"/> Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age. <input type="checkbox"/> DS 64-Statement Regarding a Lost or Stolen Passport <input type="checkbox"/> Police Report (Not required but recommended) <input type="checkbox"/> Statement of mutilation of passport (Must be included with Original Passport)

Applicant's Signature: _____ **Date:** _____