

Active Duty Military Official No-Fee (red) Passport Renewal 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

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/

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
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Provide your forms unsigned to the passport office. All signature must be original and witnessed
- Reference the most recently issued 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.
- 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 – AF Europe (Zip code) 09107 (Country) USA (In care of) Stuttgart Army*

REQUIRED DOCUMENTS:

- Form DS 11 for applicant 16 years and older applying for first passport over age 16.
- Form DS 82, Adult renewal for passports issued after 16th Birthday,
- 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)
- U.S. birth certificate (required for all minors) *(Notarized copies are not accepted).*
- Military ID/CAC card
- DD Form 1056 - Require a typed form with command authorize signature. Signature must be in BLUE ink. (see sample attached)
- Your orders stating the requirement for an official passport or assignment to Germany (Not required when 1056 is presented.
- 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.**
- Memorandum from your command listing 1 Non-NATO countries for travel to justify the request for an official passport IAW the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>
- 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*

MISCELLANEOUS ADDITIONS FOR LOST OR STOLEN PASSPORT APPLICATIONS, IF APPLICABLE:

- DS 64-Statement Regarding a Lost or Stolen Passport
- Police Report are not mandatory but recommended.
- Statement of mutilation of passport (Must be included with Original Passport)

Approximate return time for: OFFICIAL 8-12 weeks App Initials _____ PPT Agt Initials _____ Signed MOU on file _____
<u>Documentation Submitted</u> <input type="checkbox"/> PPT Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> No fee <input type="checkbox"/> Tourist <input type="checkbox"/> Official 1 st <input type="checkbox"/> official 2 nd <input type="checkbox"/> Diplomatic <input type="checkbox"/> Name Change Doc -
<u>Passport Requested</u> <input type="checkbox"/> Official 1 st <input type="checkbox"/> Official 2 nd <input type="checkbox"/> Renewal Official 1 st <input type="checkbox"/> Renewal Official 2 nd

Applicant's Signature: _____ Date: _____