

MUTILATED 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
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: _____

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.
- Reference the 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 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 2nd floor/ Contractors must provide photo/
- Military ID 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)
- Statement of mutilation of passport (Original passport must be included)
- 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)

ALL THE ABOVE AS WELL AS THE FOLLOWING:

- Proof of Command Sponsorship (ORDERS, SPONSORSHIP LETTER, DEPENDENT ENTRY LETTER)
- DD Form 1056 – Require a typed form (see sample attached)

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

ALL THE ABOVE AS WELL AS THE FOLLOWING:

- DODDS/AAFES/DOD 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
- DD Form 1056 - Require a typed form (see sample attached)
- Memo of Justification for Active Duty Military from command stating 1 Non- NATO countries for travel per <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 DS 5525 statement of Exigent/Special family circumstances for issuance of a U.S. passport to a minor under age 16
- Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.

Applicant's Signature: _____ Date: _____

JULY 2014

Approximate return time :

Tourist
6-8 Weeks

Official
8-12 Weeks

App Initials

PPT Agt Initials

Signed MOU on file

Birth Certificate

Old PPT, (15 yrs)

Naturalization

No Fee

Tourist

1st Official

2nd Official

Name Change Doc
-

Mail Application To

NPC FRK

SIA