

Minor (under age 16) Tourist Passport or card 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: _____

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 signatures must be original and witnessed
- Reference applicants most recently issued passport in your possession on the application, regardless of type.
- Photo must be less than 6 months old and not used on any previously issued passport. Eyes must be open.
- Under age of 16 (Biological parents and child must be present for child under 16).
- It is required for the applicant to use the following mailing address on all passport applications:

(Street Address 1) 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 FOR TOURIST PASSPORT (AGE 16 AND BELOW)

- Form DS 11- Children UNDER 16 yrs old, Money order for \$105.00 payable to: Department of State
 WITH PASSPORT CARD \$120.00. Original documents must be submitted with application.
- Form DS 11, Card Only for children UNDER 16 yrs old, Money order for \$40.00 payable to: Department of State
- ORIGINAL U.S. Birth Certificate for all Minors under 16 YRS (Notarized copies are NOT ACCEPTABLE)
- 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.
- Mother's name and Fathers name at birth must be referenced on the DS-11 application
- 1 Passport Photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- Social Security Card verification (ID, memory, SSN card, supporting documents)
- 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 IS REQUIRED, (ORIGINAL Marriage License, ORIGINAL Divorce Decree, or ORIGINAL Court Order)

MISCELLANEOUS ADDITIONS FOR RENEWAL 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
- Original DS 5525 Statement of Exigent/Special family circumstances for Issuance of a US Passport to a Minor under Age 16
- copy of non applying parents ID (must accompany the DS-3053)
- Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.
- DS 64-Statement Regarding a Lost or Stolen Passport (MUST accompany application)
- Police Report (RECOMMENDED BUT NOT REQUIRED)

Applicant's Signature: _____ Date: _____

AUGUST 2014

Approximate return time for:

TOURIST
6- 8 weeks

App Initials

PPT Agt Initials

Signed MOU on file

Documentation Submitted

- PPT Card
- Birth Certificate
- No fee Tourist
- Diplomatic
- Official 1st
- Official 2nd
- Name Change Doc
-

Mail Application To

- NPC FRK