

NO-FEE/OFFICAL/DIPLOMATIC PASSPORT: INITIAL AND RENEWAL CHECKLIST

APPLICANT'S NAME: _____	DOB: _____	APPLICANT'S SSN (Last 4): _____	APPLICANT'S AGE: _____
LAST FIRST MIDDLE	Format: (01 JAN 2014)		
SPONSOR'S NAME: _____	UNIT/AGENCY: _____	SPONSOR'S SSN (Last 4): _____	SPONSOR'S GRADE: _____
LAST FIRST MIDDLE			Format: E-1 / O-5 / GS-9 / CTR
DUTY PHONE: _____	CELL/HOME PHONE: _____	GVT EMAIL ADDRESS: _____	

REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

CURRENT PROCESSING TIME: 6-8 WEEKS

- Passport Application: Application must be completed online, provide USAG Stuttgart Passport Office mailing address, and signed in front of agent. Follow Instructions for Europe processing at ["USAG Stuttgart Passport Application Instructions"](#) or visit <http://www.stuttgart.army.mil/services-passports.html>.
- Applicant presence.
- Parental/Legal Guardian requirement for applicants 17 and younger: *Applicants 15 and younger require both legal guardian's to be present. One legal guardian is required for 16 and 17 year old applicants.*
- Original Birth Certificate, Naturalization Certificate, or Certificate of Citizenship. (Required for initial passport applications or applicants 15 years of age or younger.)
- All passports regardless of the type, i.e., No-Fee, Official, Tourist passports, and Passport Card.
- Proof of Social Security Number. (SSN card, memory, or other official supporting document providing SSN.)
- Government ID card
- Changing Name: Provide original or certified copy of marriage certificate, divorce decree, or other original certified court order.
- Passport Photo: Must be 2x2, and less than 6 months of application date. Military, Appropriated Fund DOD civilians and their family members can use the TSC photo lab on Panzer, Building 2948. Phone: 07031152710. Contractor and NAF employees must provide photo at own cost.
- DD FORM 1056: Typed and signed in blue ink by an authorizing official. Please consult your local Commandants Office or S1/S2 for an authorizing official.
- Military and locally hired civilians only: Memorandum from command listing 1 country requiring the No-fee/Official passport to make entry IAW with the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>. Projected travel dates and location must be provided and match with information on DD Form 1056.
- Sponsors travel orders. If extended, proof of extension.

PASSPORT AGENT USE ONLY

<u>Original Documents Submitted</u>	<u>Passport Requested</u>	<u>Applicant Initials</u>
Birth Cert <input type="checkbox"/> C <input type="checkbox"/> O Cert of Citizenship <input type="checkbox"/> C <input type="checkbox"/> O	<input type="checkbox"/> 1 st Official <input type="checkbox"/> 2 nd Official <input type="checkbox"/> No-Fee <input type="checkbox"/> Diplomatic	-----
Tourist <input type="checkbox"/> C <input type="checkbox"/> O Naturalization Cert <input type="checkbox"/> C <input type="checkbox"/> O		-----
Diplomatic <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Special power of attorney		-----
No-Fee <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Name Change Document		<u>Processing Date</u>
Official <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-5525		-----
PPT Card <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-3053		

USAG STUTTGART PASSPORT AND SOFA OFFICE

PANZER KASERNE BLDG 2915 RM 314
 DSN: 431-2009/2767/2539/2301 OR CIV 0703-115-2009/2767/2539/2301
 Walk-in hours of service: SOFA, In&Out Processing, Passport Pickup
 Monday, Tuesday, Thursday, Friday 0830-1600 and Wednesday 1300-1600
 Closed for Lunch 1200-1300