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

Original Documents Submitted			Passport Requested	Applicant Initials
Birth Cert	[ ] C [ ] O	Cert of Citizenship [ ] C [ ] O	[ ] 1st Official	----------
Tourist	[ ] C [ ] O	Naturalization Cert [ ] C [ ] O	[ ] 2nd Official	**Processing Date**
Diplomatic	[ ] C [ ] O	[ ] Special power of attorney	[ ] No-Fee	
No-Fee	[ ] C [ ] O	[ ] Name Change Document	[ ] Diplomatic	----------
Official	[ ] C [ ] O	[ ] DS-5525		
PPT Card	[ ] C [ ] O	[ ] DS-3053		

USAG STUTTGART PASSPORT AND SOFA OFFICE
PANZER KASERNE BLDG 2915 RM 314
DSN: 431-2009/2359/3329/2767/2301 OR CIV 0703-115-2009/2359/3329/2767/2301
Walk-in services: SOFA, In&Out Processing, Passport Pickup
Monday, Tuesday, Thursday, Friday 0830-1600 and Wednesday 1300-1600
Appointments may be scheduled at:
https://home.army.mil/sites/eur/Ger/stu/passport/default.aspx