

# TOURIST PASSPORT: INITIAL AND RENEWAL CHECKLIST

|   |   |  |  |
|---|---|--|--|
| <b>APPLICANT'S NAME:</b> _____<br><small style="display: block; text-align: center;">LAST                      FIRST                      MIDDLE</small>    | <b>DOB:</b> _____<br><small style="display: block; text-align: center;">Format: (01 JAN 2014)</small> | <b>APPLICANT'S SSN (Last 4):</b> _____ | <b>APPLICANT'S AGE:</b> _____  |
| <b>SPONSOR'S NAME:</b> _____<br><small style="display: block; text-align: center;">LAST                      FIRST                      MIDDLE NAME</small> | <b>UNIT/AGENCY:</b> _____   | <b>SPONSOR'S SSN (Last 4):</b> _____   | <b>SPONSOR'S GRADE:</b> _____<br><small style="display: block; text-align: center;">Format: E-1 / O-5 / GS-9 / CTR</small> |
| <b>DUTY PHONE:</b> _____  | <b>CELL/HOME PHONE:</b> _____   | <b>GVT EMAIL ADDRESS:</b> _____        |  |

## REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

**CURRENT PROCESSING TIME: 4-6 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"](http://www.usagstuttgart.com/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 applicants passports regardless of the type of passport, 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.
- Money Order made out to the Department of State for:
 

|  |  |   |  |
|--|--|---|--|
| Minor (15 or younger):                                 | <input type="checkbox"/> Passport Book only: \$105 | <input type="checkbox"/> Passport Card only: \$40 | <input type="checkbox"/> Passport Book and Card: \$120 |
| Adult (16 or older) Renewal:                           | <input type="checkbox"/> Passport Book only: \$110 | <input type="checkbox"/> Passport Card only: \$30 | <input type="checkbox"/> Passport Book and Card: \$140 |
| Initial or 1 <sup>st</sup> application after age of 16 | <input type="checkbox"/> Passport Book only: \$135 | <input type="checkbox"/> Passport Card only: \$55 | <input type="checkbox"/> Passport Book and Card: \$165 |

## 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"/> Tourist  | _____                         |
| Tourist <input type="checkbox"/> C <input type="checkbox"/> O    Naturalization Cert <input type="checkbox"/> C <input type="checkbox"/> O    | <input type="checkbox"/> PPT Card | _____                         |
| 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                                    | <b><u>Mail To</u></b>             | <b><u>Processing Date</u></b> |
| Official <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-5525   | <input type="checkbox"/> NPC      | _____                         |
| PPT Card <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-3053   | <input type="checkbox"/> FRK      | _____                         |

### 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