

TOURIST 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 NAME		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: 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 st 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

Original Documents Submitted	Passport Requested	Applicant Initials
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	Mail To	Processing Date
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: 431-2009/2359/3329/2767/2301 OR CIV 0703-115-2009/2359/3329/2767/2301

Walk-in services: SOFA, In&Out Processing and 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>