

USAG Stuttgart Passport Application Instructions: For Lost, Stolen, or Mutilated Passport

IMPORTANT NOTES:

- Expedite options are not available outside the U.S. Please do not utilize this option for it will provide incorrect fees.
- Updates to the online site are made often by U.S. Department of State. These instructions are current as of May 2015.

ONLINE INSTRUCTIONS

1. Go to the following passport online link: <https://pptform.state.gov>
2. Click on the box "I have read the Privacy Disclaimers", then click on **Submit**.
3. Click on **Submit** within the box labeled "Complete Form Online".
4. **About the Applicant:** Fill in requested information about the Applicant. References all 0's for applicant who does not currently have a Social Security Number. Click on **Next**.
5. **Contact Information**
 - **Where should the passport be mailed?:** You must provide the information highlighted in bold or your application will have to be retyped. Please note your completed application will list this address in block 8.
Street Address: **USAG STUTTGART DHR, UNIT 30401** Street Address (#2): **ATTN: PASSPORTS** City: **APO**
Country: **UNITED STATES** State: **AE – AF Europe** Zip Code: **09107** In Care of: **STUTTGART ARMY**
Is this your Permanent Address: **Select No**, screen will repopulate. Your permanent address may **not** be a CMR address. Use either a Stateside or German permanent address.
 - **Preferred Method of Communication:** Select one of the three options listed, then provide a good email address and phone number. You may provide a German phone number. Click on **Next**.
6. **Travel Plans:** Please leave blank. If traveling within 6 weeks please notify the passport agent. Click on **Next**.
7. **Emergency Contact:** Optional field but applicant is highly encourage to provide information. Click on **Next**.
8. **Your Most Recent Passport:** Click on Passport Book.
 - **Do you still have the passport in your possession?:** For Lost or Stolen Passport: Click on "No, it was Lost", or "No, it has been Stolen". For Mutilated Passport: Click on "Yes, but it was Damaged or Mutilated".
 - i. **Have you reported your lost or stolen passport?** (Lost/Stolen Passport Only): Click on **No**.
 - ii. **Was your lost or stolen passport issued more than 15 years ago?** Click on the correct response, if you select **No** or **Unknown** you will prompt to complete a DS-64 on the next page.
 - **Date of your most recent passport book issued:** Reference your Lost, Stolen, or Mutilated Passport if you know the information. If you do not know the information please leave blank. Click on **Next**.
 - **Parent & Spouse Information:** Reference the parent (guardian) name(s) as it was at their birth not at the applicants birth. You must provide as much information as known or what is listed on your birth certificate.
 - **Spouse:** If married or divorced you must provide this information. Click on **Next**.
9. **Are you known by other names?:** If known by other name(s) in the past you must provide this information. Click on **Next**.
10. **Passport Application Review:** Second block down "Mailing Address" must list the mailing address provided in number 5. Parent (guardian) name(s), names should reflect the parents name(s) at their birth not at the applicants birth. After reviewing and making edits if needed, Click on **Next**.
11. **Passport Products and Fees:** Select one of three options provided. If applying for a tourist passport book select 52 Page Book. If applying for an Official or No-Fee passport **do not** select 52 Page Book. Please leave **Processing Methods** as "Routine Service". You may not expedite an application outside the U.S. **Please note:** No-Fee Passports are at no cost to applicant; however a fee will be displayed. Ignore cost and Click on **Next**.
12. **Next Steps:** Scroll to bottom of page and Click on the box "I have read above", then click on **Create Form**. Open the PDF Form: If total pages is "8", print single sided, pages 2 and 7-8. If total pages is "6", print single sided, pages 5-6. **Do not** sign the application(s), the application(s) must be signed in front of a passport agent.
13. Review your checklist, ensure you have all other required documents prior to submitting your application.