

ALL PASSPORTS: ADDITIONAL VISA PAGES CHECKLIST

APPLICANT'S NAME: _____ <small style="display: inline-block; width: 100px; text-align: center;">LAST</small> <small style="display: inline-block; width: 100px; text-align: center;">FIRST</small> <small style="display: inline-block; width: 100px; text-align: center;">MIDDLE NAME</small>			DOB: _____ <small style="display: inline-block; width: 100px; text-align: center;">Format: (01 JAN 2014)</small>	APPLICANT'S SSN (Last 4): _____	APPLICANT'S AGE: _____
SPONSOR'S NAME: _____ <small style="display: inline-block; width: 100px; text-align: center;">LAST</small> <small style="display: inline-block; width: 100px; text-align: center;">FIRST</small> <small style="display: inline-block; width: 100px; text-align: center;">MIDDLE NAME</small>			UNIT/AGENCY: _____	SPONSOR'S SSN (Last 4): _____	SPONSOR'S GRADE: _____ <small style="display: inline-block; width: 100px; text-align: center;">Format: E-1 / O-5 / GS-9 / CTR</small>
DUTY PHONE: _____		CELL/HOME PHONE: _____		GVT EMAIL ADDRESS: _____	

REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

CURRENT PROCESSING TIME: 2-4 WEEKS

REQUIREMENT FOR ALL TYPES OF PASSPORTS:

- 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/passport-application-instructions) or visit <http://www.stuttgart.army.mil/services-passports.html>.
- Applicant presence.
- One Parental/Legal Guardian required if applicant is 15 years of age or younger.
- Original Birth Certificate, Naturalization Certificate, or Certificate of Citizenship. (Only required for applicants 15 years of age or younger.)
- Applicants passport requiring additional visa pages.
- Proof of Social Security Number. (SSN card, memory, or other official supporting document providing SSN.)
- Government ID card
- Proof of travel if applicant is traveling soon and requests speed of service. (*Itinerary, DTS orders, lodging proof*)

ADDITIONAL REQUIREMENT FOR TOURIST PASSPORT:

- Money Order made out to the Department of State (DOS) for \$82.00.

ADDITIONAL REQUIREMENT FOR NO-FEE OR OFFICIAL PASSPORT (NO FUNDS REQUIRED):

- DD FORM 1056: Typed and signed by an individual who has signature with the USAG Passport Office. Please consult your local Commandants Office or S1/S2.

PASSPORT AGENT USE ONLY

<u>Original Documents Submitted</u>	<u>Visa Pages Requested For</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"/> 1 st Official	-----
Diplomatic <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Special power of attorney	<input type="checkbox"/> 2 nd Official	<u>Processing Date</u>
No-Fee <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Name Change Document	<input type="checkbox"/> No-Fee	-----
Official <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-5525	<input type="checkbox"/> Diplomatic	-----
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: 431-2009/2301/3329 OR CIV 0703-115-2009/2301/3329

Email: usarmy.stuttgart.imcom-europe.list.stuttgart-passport@mail.mil

Walk-in hours of service: Monday, Tuesday and Friday 0800-1130 & 1230-1630
 Wednesday: Closed; Thursday: CRBA appointments, and families of five or more