



OFFICIAL PASSPORT REQUIREMENTS **(AGES 15 AND UNDER)**

1. **BOTH PARENTS AND CHILD MUST BE PRESENT** (If one parent cannot be present, then we must have either a **notarized Statement of Consent** or a **Special Power of Attorney** giving consent for both passport applications and applications for birth documents)
2. **DS-11 Form** – completed online at www.travel.state.gov.
* **Key points for filling this out are to use the ONLINE form and not the blank form. Please also use our mailing address when completing this form: USAG Grafenwoehr MPD – Passports, Unit 28130, APO, AE 09114.**
3. **Proof of U.S. citizenship** – **original** U.S. birth certificate, **original** Consular Report of Birth Abroad, **original** U.S. Certificate of Naturalization, or **original** U.S. Certificate of Citizenship.
4. **Previously issued passports for the child**
5. **Proof of name change** (if applicable) – original documentation of any name changes from what is listed on citizenship document. This can include adoption decrees, court documents, etc.
6. **Passport photos** – These will be taken in our office at the time of the application
7. **Completed DD-1056 Form:**
 - a. **DOD Civilians:** This form will be filled out by your personnel office (CPAC) and should be accompanied by your Initial Travel Orders (DD1614) and signed Transportation Agreement (DD1617). If you were a local hire and do not have travel orders or a transportation agreement then we will need a memorandum from your supervisor stating the need for an official passport to complete your job duties.
 - b. **NAF/AAFES Employees/Contractors:** This form will be filled out by your personnel office and should be accompanied by a letter of request from your employer that states the length of your contract, place of original hire, date of arrival to Germany, and the reason an official passport is required. If you are a stateside hire then we will also need a copy of your travel orders.

DS-11 APPLICATION INSTRUCTIONS

**** Please note that all original documents must be sent up with the report of birth abroad application but will be returned with the completed packet.****

USAG Grafenwoehr MPD Passport Office
Building 244 Room 134B

Hours of Operation
Monday – Friday
Walk-ins: 0800-1600
By Appointment Only: 1600-1800

For appointments or questions please contact DSN 475-6202 or 475-8699

1. Go to www.travel.state.gov and choose the option to fill out a DS-11. **Be sure you select the option to fill out the DS-11 Form online and do not select the Print Blank DS-11 Form.**
2. Select that you are applying for a Passport Book.
3. Fill in all of your personal information. Please note that all items with a red asterisk are required. For babies that have not received a social security number please just enter in all zeros.
4. The next step will ask where you would like your passport to be mailed. For this please use our APO address: **USAG Grafenwoehr MPD, Passport Office
Unit 28130
APO, AE 09114**
5. Select **no** that this is not your permanent address and then enter in your CMR address for the permanent address.
6. Then you will enter in a valid email address and a good local contact number – **please be sure to use a German number as this is the number we will use to contact you once your passport has arrived, and we are unable to call state-side numbers.**
7. Next, you can enter any immediate travel plans that you might have.
8. On the emergency contact page please list someone state-side that can be contacted if an emergency should arise overseas. **This should be someone that would not normally be travelling with you.**
9. Please select on the next screen if you have been issued any kind of passport – this **can be a tourist passport, a no fee passport or any kind of official passport.** If you select yes, then please state the status of this passport – whether you still have it or if it has been lost or stolen. Also list the passport number, date issued, and name listed on the passport.
10. The next step is parent and spouse information. Please enter in as much information as possible about the applicant's parents and most recent spouse. **Please list the most recent spouse even if no longer married.**
11. Please list any other names you are known by – **this includes maiden names.**
12. Please review the application information as shown on the screen. If there are any mistakes, please select edit to go back to the appropriate screen for corrections.
13. On the next screen a summary of fees will appear. **Please disregard the fees for overnight mail and expediting passports as we are unable to offer this service overseas.** The fees will always be **\$105** for children 15 and under, **\$135** for adults 16 & over who are receiving their first tourist passports or are replacing lost passports, and **\$110** for adults 16 & over who are renewing a current tourist passport.

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14. Please check the box on the next page that states that you have read and acknowledge the steps listed on this page. Then you will select the option to **create form**. This will then pop-up a PDF file that will contain the passport application.
15. Please print this application out making sure that the application includes the bar-code in the upper left hand corner.

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