

Active Duty Military Official No-Fee (red) Passport Renewal Checklist

PANZER KASERNE BLDG 2948 RM 113

DSN: 431-2009/2301 OR CIV 0703-115-2009/2301

Walk-in hours of service: Monday, Tuesday and Friday 8-4:30 p.m.

Closed Wednesday and Thursday for processing and Report of Births

PLEASE FILL IN THE TOP SECTION ONLY

APPLICANT'S NAME: _____ **DOB:** _____
LAST FIRST MIDDLE NAME DD / MMM / YYYY

APPLICANT'S SSN: _____ **AGE:** _____

SPONSOR'S NAME: _____ **RANK:** _____
LAST FIRST MIDDLE NAME E1/01/GS-/YA-/YB-

SPONSOR'S SSN: _____ **UNIT:** _____

DUTY/HOME PHONE: _____ / _____ **CELL#** _____

EMAIL ADDRESS: _____

Approximate return
time for:

OFFICIAL
8- 24 weeks

App Init

PPT Agent Init

Signed MOU on file

IMPORTANT PROCESSING NOTES:

- Applicant must fill out the application online at: www.travel.state.gov. Printed single side paper
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Reference the most recent passport in your possession on the application, regardless of type.
- Provide all passports, regardless of type (current, recently canceled or recently expired passport).
- Previous passport must have been issue within the last 15 years.
- Photo must be less than 6 months old and not on any previously issued passport
- It is required for the applicant to use the following mailing address on all passport applications:

*USAG Stuttgart DHR, Unit 30401, (Street address 2) ATTN: Passports (City) APO (State) AE (Zip code) 09107 (Country) USA
(In care of) Stuttgart Army*

REQUIRED DOCUMENTS:

- Form DS 11 for applicant under age of 16 (Both biological parents and child must be present for child under 16).
 - Form DS 11 for applicant 16 years and older applying for first passport over age 16.
 - Form DS 82, Adult renewal for passports issued after 16th Birthday,
 - Most recent passport regardless of type issued within the past 15 yrs
 - Provide all current, recently canceled or recently expired passports regardless of type.
 - Social Security verification (ID, memory, SSN card, supporting documents)
 - 2 Passport photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
 - DD Form 1056 - Require a typed form (see sample attached)
 - U.S. birth certificate (required for all minors) (*Notarized copies are not accepted*).
 - Your orders stating the requirement for an official passport or assignment to Germany
 - Memorandum from your command listing 3 Non-NATO countries for travel to justify the request for an official passport.
 - Military ID/CAC card (16-20 yrs: only minor's ID and 1 parent's ID, One parent must be present)
 - Proof of name change if current name is different than most recent passport, legal proof of name change is required.
- Original documents must be submitted with passport application.

- Renewal
- Tourist
- No fee
- official 1st
- official 2nd
- Diplomatic

MISCELLANEOUS ADDITIONS FOR LOST OR STOLEN PASSPORT APPLICATIONS, IF APPLICABLE:

- Original DS 3053 Statement of Consent: Issuance of a US Passport to a Minor under Age 16 or Specific Power of Attorney with deployment orders
- Non Applying parents must provide a copy of ID card
- Original divorce decree or child support order granting applying parent, "Sole Custody" of child under 16 years of age.
- DS 64-Statement Regarding a Lost or Stolen Passport (MUST also accompany Police report)
- Police Report (MUST also accompany DS 64 lost report)
- Statement of mutilation of passport (Must be included with Original Passport)

Applicant's Signature: _____ **Date:** _____