

# LOST OR STOLEN PASSPORT DOCUMENTATION REQUIREMENTS

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## LOST OR STOLEN PASSPORT FOR INDIVIDUALS 16 YEARS OF AGE OR OLDER

- DS-11 (FILED OUT USING ON-LINE APPLICATION WIZARD) (find it at [www.travel.state.gov](http://www.travel.state.gov))
  - ORIGINAL US BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE (find it at [www.vitalcheck.com](http://www.vitalcheck.com))
  - DS-64 (FILLED OUT ONLINE) (Find it at [www.google.com](http://www.google.com))
  - ORIGINAL MARRIAGE CERTIFICATE (For Women IF APPLICABLE) (Obtain it from the issuing office)
  - A \$135 MONEY ORDER MADE OUT TO THE US DEPT OF STATE (from the Post Office or Community Bank)
  - 2 IDENTICAL PASSPORT PHOTOS (can be taken at the USAG CAC Tues-Fri from 1200-1700hrs for \$8  
MUST BE TAKEN IN CIVILIAN ATTIRE  
MUST BE EITHER 2X2in OR 5x5cm  
MUST BE TAKEN IN FRONT OF A WHITE OR OFF WHITE BACKGROUND
  - ID CARD
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## LOST OR STOLEN PASSPORT FOR CHILDREN UNDER 15 YEARS OF AGE

BOTH PARENTS AND CHILD MUST BE PRESENT

### IF THE SPONSOR IS NOT PRESENT YOU MUST HAVE:

- A. A SPECIAL POWER OF ATTORNEY LISTING THE CHILD'S NAME
- B. A DS-3053 FOR EACH CHILD

- DS-11 (FILLED OUT USING ON-LINE APPLICATION WIZARD) (find it at [www.travel.state.gov](http://www.travel.state.gov))  
A. FOR EACH CHILD
- DS-64 (FILLED OUT ONLINE) (Find it at [www.google.com](http://www.google.com))
- ORIGINAL US BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE  
A. FOR EACH CHILD
- A \$105 MONEY ORDER MADE OUT TO THE US DEPT OF STATE (from the Post Office or Community Bank)
- 2 IDENTICAL PASSPORT PHOTOS (can be taken at the USAG CAC Tues-Fri from 1200-1700hrs for \$8)  
MUST BE TAKEN IN CIVILIAN ATTIRE  
MUST BE EITHER 2X2in OR 5x5cm  
MUST BE TAKEN IN FRONT OF A WHITE OR OFF WHITE BACKGROUND
- PARENTS ID CARDS (and child's if applicable)

TO GET YOUR DS-11 or DS-82 DO THE FOLLOWING:

1. Go to [www.bamberg.army.mil](http://www.bamberg.army.mil)
2. Click on the Passport Application Wizard link.
3. Click on the Passport Application Wizard link again.
4. Click the little box and then click "Submit."
5. Click on the "Apply on line" link located in the lower left-hand corner.
6. Fill out the information in accordance with the following User's Guide and Print off the last two pages.

STEP 1 (About You) or **(ABOUT YOUR CHILD IF FILLING OUT AS PART OF A REPORT OF BIRTH)**

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First Name:  
THE APPLICANT'S FIRST NAME

Middle Name:  
THE APPLICANTS ENTIRE MIDDLE NAME

Last Name:  
THE APPLICANT'S LAST NAME

Suffix:  
LEAVE BLANK

Date of Birth:  
APPLICANTS D.O.B. IN MM/DD/YYYY FORMAT

City of Birth:  
APPLICANTS CITY OF BIRTH

Social Security Number:  
APPLICANTS SSN (000-00-0000 if none)

Country/ State of Birth:  
COUNTRY/STATE OF APPLICANTS BIRTH

Gender:  
CHECK APPROPRIATE BOX

Height:  
BE AS ACCURATE AS POSSIBLE

Hair Color:  
SELECT APPROPRIATE COLOR

Eye Color:  
SELECT APPROPRIATE COLOR

Occupation:  
A GENERAL DESCRIPTION e.g. SOLDIER etc.

Your Employer:  
USA or NONE

Click "NEXT"

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STEP2 (Contact Information) **(IT IS MANDATORY THAT THIS PAGE MUST BE FILLED OUT WITH THE INFORMATION PROVIDED)**

Where should the passport be mailed?

Street Address/RFD# Or P.O. Box: CHIEF MPD USAG BAMBERG Suite/Apt# LEAVE BLANK

Street address 2: ATTN: PASSPORT OFFICE UNIT 27535

City: APO

Country: UNITED STATES

State: AE - AF EUROPE

Zip Code: 09139

In Care Of: LEAVE BLANK

Is This Your Permanent Address? CHECK "NO" (a similar address menu will then drop down. Enter sponsors CMR address)

Your Email Address: THE SPONSOR'S AKO EMAIL ACCOUNT (No Yahoo, Google, or Hotmail accounts are acceptable)

Your Phone Number: USE A GERMAN CIVILIAN NUMBER, IF IT WONT FIT THEN LEAVE IT BLANK.

Click "NEXT"

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### STEP 3 (Travel Plans)

Date Of Your Trip? LEAVE BLANK

Length Of Trip? LEAVE BLANK

Countries To Be Visited? LEAVE BLANK

Click "NEXT"

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### STEP 4 (Who should we contact in case of emergency) (MUST BE A STATESIDE ADDRESS AND PREFERABLY A FAMILY MEMBER)

First & Last Name: William I. Am

Street Address / RFD# Or P.O. Box: 1234 N.E. Str

Apt/Suite#:

City: New York

State: New York

Zip Code: 12345

Telephone Number: 123-456-7890

Relationship: Father (USE FORMAL RELATIONSHIP TITLES e.g. MOTHER, SISTER, BROTHER, UNCLE, AUNT, ETC..)

Click "NEXT"

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### STEP 5 (Your Most Recent Passport)(IF FILLING OUT FOR A REPORT OF BIRTH YOU SHOULD ANSWER "NONE")

Do you currently have any of the following? (CHECK WHAT EVER PERTAINS TO THE APPLICANT)

PASSPORT BOOK      PASSPORT CARD      BOTH      NONE

\*\*How you answer this question determines what form is created. (Be honest and you can't go wrong)

Click "NEXT"

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### STEP 6 (Parent & Spouse Information) (IF FILLING OUT FOR A REPORT OF BIRTH ENTER THE SPONSOR AND THEIR SPOUSE'S INFORMATION if married and if applicable)

Father:  UNKNOWN (If unknown check the box, otherwise refer to your birth certificate.)

First Name:

WILLIAM

Middle Name:

IAN

Last Name:

AM

Date of Birth:

MM/DD/YYYY

Place of Birth:

New York

U.S. Citizen? (check appropriate box)

YES  NO

Mother:  UNKNOWN (If unknown check the box, otherwise refer to your birth certificate.)

First Name:

MARGE

Middle Name:

CINDY

Last Name (maiden):

AM-(SIMPSON)

Date of Birth:

MM/DD/YYYY

Place of Birth:

New York

U.S. Citizen? (Check appropriate box)

YES  NO

Spouse Have you (THE APPLICANT) ever been married?  YES  NO (check appropriate box)

*\*NOTE: if you click yes a similar address menu for current or former spouses information will drop down. Refer to current marriage license\**

Spouse's Or Former Spouse's Full Name:

ANNA NICOLE SMITH

Date of Birth:

MM/DD/YYYY

Place of Birth:

SAD CITY, TEXAS

U.S. Citizen? (check appropriate box)

YES  NO

Are you Widowed?

YES  NO

Date Of Most Recent Marriage (MM/DD/YYYY):

01/14/2010

Are You Divorced  YES  NO

Click "NEXT"

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STEP 7 (Are you known by other names)? (This pertains to legal name changes e.g, marriages, not nick names or shortened versions of your current name. i.e. it does not matter if your name is James, but people call you Jim).

Other first name:

Other last name:

Click "NEXT"

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STEP 8 (Application Review)

THOROUGHLY REVIEW YOUR INFORMATION, CORRECT ANY ERRORS BY CLICKING THE "EDIT" BUTTON LOCATED TO THE RIGHT OF EACH RESPECTIVE CATEGORY.

IF NO FAULTS ARE FOUND SCROLL TO THE BOTTOM AND CLICK "NEXT."

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STEP 9 (Summary of Fees)

CHECK THE BOX THAT SAYS PASSPORT BOOK  
SCROLL DOWN AND CLICK SUBMIT (DO NOT CHECK EXPIDITE)

Click "SUBMIT"

STEP 10 (Next Steps)

CHECK THE "I have read and acknowledge the steps contained above".

SCROLL DOWN AND CLICK "CREATE FORM"

A DIALOG BOX WILL OPEN GIVING YOU THE OPTION TO OPEN, SAVE OR CANCEL.

**SAVE THE DOCUMENT**

PRINT THE DOCUMENT OFF PRIOR TO YOU COMING ITO THE PASSPORT OFFICE

\*\*\*THE PASSPORT WIZARD WILL AUTOMATICALLY GENERATE THE CORRECT FORM FOR YOU\*\*\*

\*\*\*DO NOT SIGN THE FORM\*\*\*