

CIVILIAN NO-FEE OFFICIAL (red) RENEWAL PASSPORT 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: _____

IMPORTANT PROCESSING NOTES:

- Applicant must fill out the application online at: www.travel.state.gov.
- 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. (one parent must be present)
- 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)
- 1 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)
- Memo of Justification for Second Official passport stating the requirement for the 2nd passport.
- Original U.S. birth certificate for all applicants under 16 years of age
- 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.

IF HIRED FROM THE U.S.:

- DODDS/AAFES/DOD Civilians must include Initial Travel Orders (DD Form 1614) or Transportation Agreement (DD Form 1616/1617)

IF HIRED LOCALLY:

- Memorandum of Justification from command listing 3 specific Non-NATO countries
- Current SF-50

MISCELLANEOUS ADDITIONS FOR RENEWAL 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
- copy of non applying parents ID
- 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)

Approximate return
time for:

OFFICIAL
8- 24 weeks

App Init

PPT Agent Init

Signed MOU on file

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

Applicant's Signature: _____ Date: _____

Apr 2012