

INITIAL PASSPORT CHECKLIST FOR TOURIST AND OFFICIAL UNDER CCA 2000

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

Approximate return time for:

TOURIST
8- 12 weeks

App Init

PPT Agent Init

Signed MOU on file

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-/Cont

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. 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.
- 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*

Birth Certificate

PRC

TOURIST PASSPORT :

- Form DS 11 – Adult, first time applicant Money order for \$135.00 payable to: DEPARTMENT OF STATE
 Form DS 11-Children 16 yrs of age or older Money order for \$135.00 payable to: DEPARTMENT OF STATE

- Original Birth Certificate (Notarized copies are NOT ACCEPTABLE) (Foreign birth cert)
 Social Security verification if applicable (ID, memory, SSN card, supporting documents)
 1 Passport Photo (2X2) (Military and Civilian sponsored Photo Lab 2948 2nd floor/ Contractors must provide photo/
 Military ID card (If for child under 16 yrs: Both parents must be present / 16-20 yrs: only minor's ID AND 1 parent's ID)
 If your current name is different from the name on your original birth certificate, provide proof of name change
(Original name change document or original court order)

BLUE NO FEE OFFICIAL PASSPORT (Active Duty Family Member Passport ONLY) (No funds required)

- SAME AS ABOVE PLUS THE FOLLOWING SPECIFIC ITEMS
 Proof of Command Sponsorship (ORDERS, SPONSORSHIP LETTER, DEPENDENT ENTRY LETTER)
 DD Form 1056 - Require a typed form (see sample attached)

RED NO FEE OFFICIAL or DIPLOMATIC PASSPORT: (Active Duty Military, Civilian, and Contractors with exception) (No funds required)

- SAME AS ABOVE PLUS THE FOLLOWING SPECIFIC ITEMS
 DODDS/AAFES/DOD Civilians MUST include: Initial Travel Orders (DD Form 1614) and Transportation Agreement (DD Form 1616/1617)
 Orders or supporting documents stating requirement for Diplomatic / Official passport
 DD Form 1056 - Require a typed form (see sample attached)
 Memo of Justification for Active Duty Military from Command stating 1Non- Nato countries for travel

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: _____