

# INITIAL PASSPORT CHECKLIST FOR TOURIST AND OFFICIAL

PANZER KASERNE BLDG 2948 RM 113

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

**Hours of Operation:** Monday, Tuesday and Friday for Walk-in services

Thursday for Report of Birth Appointment only

Wednesdays Closed for consulate run

## 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:

TOURIST  
8- 12 weeks

NO FEE  
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](http://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

Old PPT

## TOURIST PASSPORT :

- Form DS 11 – Adult, first time applicant
- Form DS 11-Children 16 yrs of age or older
- Form DS 11- Children UNDER 16 yrs old
- Original U.S. Birth Certificate (Notarized copies are NOT ACCEPTABLE)
- Social Security verification
- 1 Passport Photo (2X2) (Military and Civilian sponsored Photo Lab 2948 2<sup>nd</sup> 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 marriage license, original divorce decree 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

## 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
- Memo of Justification for Active Duty Military from Command stating 3 Non- 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: \_\_\_\_\_

01 MAR 2011