

# Minor (under age 16) Tourist 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 0800-1630

## 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

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.
- 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
- Form DS 11 for applicant under age of 16 (Both biological parents and child must be present for child under 16).
- 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 for Blue TOURIST Passport ( AGE 16 AND BELOW)

- Form DS 11- Children UNDER 16 yrs old, Money order for \$105.00 payable to: Department of State
- Form DS 11- Mutilation of passport for Children UNDER 16 yrs old, \$105.00 to: Department of State
- Form DS 11- Lost or Stolen passport for Children UNDER 16 yrs old, \$105.00 to: Department of State
- ORIGINAL U.S. Birth Certificate for all Minors under 16 YRS (Notarized copies are NOT ACCEPTABLE)
- Most recent passport
- Provide all current or recently canceled passports regardless of type
- 1 Passport Photo (2X2) (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- Social Security Card to verify SSN
- MILITARY ID Card (minor under 16 yrs: Both parent's ID / 16-20 yrs: only minor's ID AND 1 parent's ID if requested by agent)
- PROOF OF NAME CHANGE IS REQUIRED, (ORIGINAL Marriage License, ORIGINAL Divorce Decree, or ORIGINAL Court Order)

- Renewal
- Tourist
- No fee
- official 1st
- official 2<sup>nd</sup>
- Diplomatic

### 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)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_