

Initial & Renewal Passports for Children {Passports for children ages 15 and under}

The following are to be brought to the Passport Office with the applicant:

1. **BOTH PARENTS AND CHILD MUST BE PRESENT-** If one parent cannot be present we must have either a **notarized Statement of Consent (DS Form 3053)** or a **Special Power of Attorney** listing each child by name, giving consent for passport applications and a copy of the front and back of the Military ID card.
2. **Completed DS Form 11** online at www.travel.state.gov.
 - a. Do the **“Complete Online and Print Form”** version of the application.
 - b. The application process is a Wizard type Program, answer the questions appropriately but ensure that the mailing address is our address. It will print out with a barcode in the upper left hand corner of the page.
 - c. **Mailing Address must be: USAG Grafenwoehr MPD, Unit 28130 ATTN: Passports, APO AE 09114**
 - d. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - e. Create the form and then print the application and bring with you to the passport office, **do not sign!** We only need the application and not all of the instruction pages.
3. **Proof of U.S. citizenship** – (Provide one of the following)
 - original U.S. birth certificate, or
 - original Consular Report of Birth Abroad, or
 - original U.S. Certificate of Naturalization, or
 - original U.S. Certificate of Citizenship.
4. **Military Identification Card**
5. **Previously issued passports for the child** (if applicable)
6. **Proof of name change** (if applicable) – original documentation of any name changes from what is listed on citizenship document. This can include adoption decrees, court documents, etc.
7. **OFFICIAL and NO-FEE PASSPORTS:**
 - a. **Active Duty Military Dependents:** (No-Fee Passports are only for Command Sponsored Dependents)
 - i. Sponsor’s ERB/ORB
 - b. **DOD Civilians and Dependents:**
 - i. DD Form 1056 filled out by your personnel office (CPAC)
 - c. **NAF/AAFES Employees/Contractors and Dependents:**
 - i. DD Form 1056 filled out by DOCPER
8. **TOURIST PASSPORTS:** \$105 Money Order

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

For appointments or questions please contact DSN 475-6202/8754; Civilian 09641-83-6202/8754