



# ADULT TOURIST

**PROCESSED** by appointment on Monday, Tuesday & Thursday (Walk-ins on space available basis)

1. Applicant must be present with Military ID Card (**PROVIDE ORIGINAL DOCUMENT AND COPY OF FRONT AND BACK ON ONE SHEET OF PAPER**)
2. Per US Dept of State all Passport applications must be completed **online via the Passport Wizard at <https://pptform.state.gov/>** with the **Acceptance Facility's Official Mailing Address:**

Line 1: **USAG Rheinland Pfalz**  
Line 2: **Unit 23152**  
City: **APO State: AE Country United States ZIP Code 09054**  
In Care of: **Passport Office**

\*\*\*Make sure to put Biological parents last name at their birth (Maiden Name)\*\*\*

\*\*\*\*Ensure to input current or expired passport (official or tourist) info\*\*\*\*

At the end of the passport Wizard there will be a review Screen Click Next.

Click **Passport Book**, the correct \$ amount will appear, click next.

This will take you to a screen 1-4 at the bottom it will say **Create Form**.

Check the box and click **Create Form**. This will open a 6 page PDF file,

**Print pages 5-6** & bring to the Passport Office with the below list of Documents

3. Current Passport (Tourist or Official) for renewal and **a Copy**
4. Original US Birth Certificate or Naturalization Certificate for initial Passport and **a Copy**
5. If your name changed original document with raised seal changing name; example: Marriage Certificate, Divorce Decree, Adoption or Court Order and **a Copy**
6. Two current (less 5 months) Passport style Photo's 2x2 inch with a white background, no head gear or military uniforms
7. Fees paid by Money Order or Cashier Check payable to: US Department of State  
\$110 for Renewal  
\$135 for First Time, Lost Passport or first passport after the age of 16

**NOTE: We CANNOT accept CASH, PERSONAL CHECK OR DEBIT/CREDIT CARD!**

Email questions to [usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-passport@mail.mil](mailto:usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-passport@mail.mil)

\*\*\***Incomplete Applications will not be accepted, Pen & ink changes not authorized**\*\*\*