



CHILD OFFICIAL UNDER 18

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

1. Applicant and both biological parents must be present with Military ID Cards (1 Parent if child is 16 or 17) (PROVIDE ORIGINAL DOCUMENT AND COPY OF FRONT AND BACK ON ONE SHEET OF PAPER)
2. Per US Dept of State all Passport application 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 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 than 5 months) Passport style Photo's 2x2 inch with a white back ground and No head gear allowed
7. If one parent not available than a Notarized DS 3053 with copy of ID card FRONT & BACK or divorce decree showing sole custody is an authorized substitute
8. **DOD Civilians Dependents require:**
Orders (DD Form 1610/1614), Transportation agreement (DD Form 1616/1617 or OTEX), and DD FM 1056 signed in **BLUE** by HR representative
9. **Active Duty Dependents require:**
Orders to Germany with Dependent listed or Command Sponsorship Letter and ERB/ORB

Email questions: usarmy.rheinland-pfalz.imcom-europe.mbx.usag-r-p-passport@mail.mil

Incomplete Applications will not be accepted, Pen and ink changes not authorized