



CHILD TOURIST UNDER 18

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

1. Applicant (Child) 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 or divorce decree showing sole custody is an authorized substitute
8. Fees paid by Money Order or Cashier Check payable to: US Department of State
\$105 for Child under 16
\$135 for first passport issued 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

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