



# Lost/Stolen/Mutilated

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 (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 Attn: Passport Office  
City: APO State: AE Country United States ZIP Code 09054  
In Care of: Kaiserslautern

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

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 1-8** & bring to the Passport Office with the below list of Documents

3. Current/Expired Passport (Tourist or Official) if available or Original US Birth Certificate or Naturalization Certificate to show proof of Citizenship and **a Copy**
4. DS 64 Statement regarding circumstance behind the Lost or Stolen passport (done online via the Wizard)
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. If one parent not available than a Notarized DS 3053 with copy of ID card FRONT & BACK, Special Power of Attorney, or divorce decree showing sole custody is an authorized substitute and **a Copy**
7. Two Passport style Photo's 2x2 inch with a white background and no Head Gear Allowed
8. Fees paid by Money Order or Cashier Check payable to: *US Department of State*  
Minor age 15 and below \$105 Adult Age of 16 and above \$135
9. For Official Passport check out the official passport handout for addition requirements.

**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\*\*\*