



ADULT OFFICAL

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

1. Applicant 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**
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 than 6 months) Passport style Photo's 2x2 inch with a white back ground, no head gear or military uniform
7. **Service Members require:**
1) Memo from unit listing the country/countries that requires Official Passport with departure date & length of stay 2) ERB/ORB and 3) PCS Orders to Germany.
8. **DOD Civilians/Adult 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 Adult 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