



# Report of Birth

**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 (**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**

\*\*\*Note for baby SSN# put all 000-00- 0000, requires parents name at parents birth\*\*\*

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. DS 2029(Consulate Report of Birth) and a **Copy**
4. AE Form 40-400B if born at LRMC or Gebertenregistar if born off base and a **Copy**
5. Parents required to submit the following original documents with raised or colored seal: Passports, Birth cert, Marriage Cert, all Divorce Decrees and any other Name change documents and a **Copy**
6. Two Passport style Photo's 2x2 inch with a white back ground(Mom's or VIOS)  
Note\* child may not have anything in mouth or on the head and can be asleep.
7. Fees paid by Money Order or Cashier Check payable to: US Department of State  
\$100 for Consulate Report of Birth and Military No Fee Passport  
\$205 for Consulate Report of Birth and Tourist Passport (\$105)  
**NOTE: We CANNOT accept CASH, PERSONAL CHECK OR DEBIT/CREDIT CARD!**
8. **Military No Fee-** Orders to Germany with Dependent listed or Command Sponsorship Letter and ERB/ORB
9. **Civilian Red-** Orders (DD Form 1610/1614), Transportation agreement (DD Form 1616/1617 or OTEX), and DD FM 1056 signed in **BLUE** by HR representative

Email the completed Passport Application and DS 2029 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)

A review of your applications is required to confirm your appointment

\*\*\*Incomplete Applications will not be accepted, Pen and ink change not authorized\*\*\*