

OFFICIAL/NO-FEE

{Initial Passports for Adults ages 16 and up}

APPOINTMENT REQUIRED AT:

https://usag_ansbach_passports.timetap.com/

The following are to be brought to the Passport Office with the applicant:

1. **Completed DS Form 11** online at <https://pptform.state.gov/>
 - a. Do the “**Complete Online and Print Form**” version of the application.
 - b. The application process is a Wizard type Program, answer the questions appropriately but ensure that the mailing address is our address. It will print out with a barcode in the upper left hand corner of the page.
 - c. **Mailing Address must be: USAG Ansbach Passport Office, UNIT 28721 Box 6511, APO AE 09177**
 - d. Is this your permanent address? Check “NO” add your CMR, Rotational or German address
 - e. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - f. Create the form and then print the application and bring with you to the passport office, **DO NOT SIGN!** We only need the application pages 5 & 6 and not all of the instruction pages.

2. **Proof of U.S. citizenship** (provide **one** of the following) & previously issued passport (if applicable):
 - **original** U.S. birth certificate, or
 - **original** Consular Report of Birth Abroad, or
 - **original** U.S. Certificate of Naturalization, or
 - **original** U.S. Certificate of Citizenship.

3. **Military Identification Card**
4. **2 Passport Photos** will be taken during your appointment at the Passport Office.

5. **Proof of name change** (if applicable) – original documentation of any name changes from what is listed on citizenship document. This can include adoption decrees, court documents, etc.

6. **OFFICIAL and NO-FEE PASSPORT REQUIREMENT:**
 - a. **Active Duty Military:**
 - i. A memorandum from your command requesting issuance of an official passport (must state your name, rank, countries you are going on, mission name and estimated dates of departure). Must also provide documentation of that mission (i.e. orders, RIF, RAD, RFO).
 - ii. Orders (if on assignment to country that requires an official passport) and SRB
 - b. **Active Duty Military Dependents:** (No-Fee Passports are only for Command Sponsored Dependents)
 - i. Sponsor’s orders and SRB
 - c. **DOD Civilians and Dependents:**
 - i. DD Form 1056 filled out by your personnel office (i.e. CPAC) signed in **BLUE**
 - ii. Orders (DD Form 1610/1614 or 1616/1617), OTEX and Transportation Agreement
 - d. **NAF/AAFES Employees/Contractors and Dependents:**
 - i. DD Form 1056 filled out by your personnel office (i.e. DOCPER) signed in **BLUE**

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

For questions please email us at usarmy.ansbach.id-europe.list.ansbach-passports@mail.mil