

## OFFICIAL/NO-FEE {Secondary and Renewal Passport for ages: 16 and up}

**MAKE REQUIRED APPOINTMENT at:**  
[https://usag\\_ansbach\\_passports.timetap.com/](https://usag_ansbach_passports.timetap.com/)

1. **Completed DS Form 82** online at <https://pptform.state.gov/>
  - a. **“Complete Online Form and Print pages 5-6” DO NOT SIGN**  
*It will print out with a barcode in the upper left hand corner of the page.*
  - a. **First mailing address requested is Line 1:: USAG Ansbach Passport Office**  
**Address line 2: Unit 28721 Box 6511, APO AE 09177**
  - b. *Is this your Permanent address? Check “NO” and add your CMR/PSC or Rotational address.*
  - c. *Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price*
2. **Previously issued passport**
3. **2 Passport Photos** will be taken during your appointment at the Passport Office. Do not wear a military uniform or a white shirt.
4. **Military Identification Card**
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. Orders sending you to a country that requires an official passport per the [fcg.pentagon.mil/](http://fcg.pentagon.mil/)
    - ii. To expedite an Official Passport, you need a memorandum from your command (O-6 or higher) requesting issuance of an Official Passport (must state your name, rank, countries you will be going on mission that require an Official Passport and estimated dates of departure). Request template from Passport Agent
    - iii. Must also provide documentation of that mission (i.e. orders, RIF, RAD, RFO).
    - iv. Soldiers Record Brief (SRB)
    - v. DD Form 1056 will be filled out by the Passport Agent at your appointment
  - a. **Active Duty Military Family Members (FM):** (No-Fee Passports are only for Command Sponsored FM. These passports cannot be expedited, please plan accordingly)
    - i. Sponsor’s orders/ Command Sponsorship/SRB required
    - ii. DD Form 1056 will be filled out by the passport agent at your appointment
  - b. **DOD Civilians and Dependents:**
    - i. Orders bringing you to Germany, DD Form 1610/1614
    - ii. Overseas Tour Extension (OTEX) paperwork
    - iii. DD Form 1056 will be filled out by the Passport Agent at your appointment
    - iv. To expedite, request template from Passport Agent, must be signed by GS equivalent to a O-6 or higher (FM Official passports cannot be expedited, please plan accordingly)

**YOU MUST BRING ALL ORIGINAL DOCUMENTS!**

For questions please email us at [usarmy.ansbach.id-europe.list.ansbach-passports@mail.mil](mailto:usarmy.ansbach.id-europe.list.ansbach-passports@mail.mil)