

TOURIST-CHILD 15 and under Initial & Renewal Passports for Children

MAKE REQUIRED APPOINTMENT at:
https://usag_ansbach_passports.timetap.com/

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

1. **BOTH PARENTS AND CHILD MUST BE PRESENT:** If one parent cannot be present we must have either a **notarized Statement of Consent (DS Form 3053)** or a **Special Power of Attorney** listing each child by name and date(s) of birth, giving consent for the passport application and a copy of the front and back of the absent parents' military ID card or ID that was used to notarize the DS-3053.
2. **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 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. Check box, create the form and then print the application and bring with you to your appointment, **DO NOT SIGN!** We only need the application pages **5 & 6** and not all of the instruction pages.
3. **Proof of U.S. citizenship** (Provide **one** of the following):
 - **original** U.S. birth certificate (if parent's name(s) on the birth certificate does not match his/her current ID card, original name change documents must be present such as marriage certificate, divorce decree, etc.), or
 - **original** Consular Report of Birth Abroad, or
 - **original** U.S. Certificate of Naturalization, or
 - **original** U.S. Certificate of Citizenship.
4. **Parents Military Identification Card**
5. **Previously issued passports for the child** (if applicable)
6. **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.
 1. **Money Order/Cashier's Check only, made payable to Department of State: \$115**
 2. **(2) PASSPORT PHOTOS:** will be taken during your appointment at the Passport Office.

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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