

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. **“Complete Online Form and Print pages 5-6”** of the application.
 - b. The application process is a Wizard type program which will print out with a barcode in the upper left hand corner of the page. Applications are not accepted without this barcode.
 - c. **First mailing address requested is Line 1:: USAG Ansbach Passport Office**
Address line 2: Unit 28721 Box 6511, APO AE 09177
 - d. Is this your permanent address? Check “NO” add your CM/PSC or Rotational address
 - e. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - f. Bring application with you to the passport office. **DO NOT SIGN!**
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. Provide documentation of mission requiring an Official Passport (i.e. orders, RIF, RAD, RFO).
 - ii. Orders sending you to that country per the fcg.pentagon.mil
 - iii. 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
 - iv. Soldiers Record Brief (SRB)
 - v. DD Form 1056 will be filled out by the passport agent at your appointment
 - b. **Active Duty Military Family Member:** (No-Fee Passports are only for Command Sponsored Dependents)
 - i. Sponsor’s orders and SRB
 - ii. These passports cannot be expedited, please plan accordingly
 - iii. DD Form 1056 will be filled out by the passport agent at your appointment
 - c. **DOD Civilians and Dependents:**
 - i. DD Form 1056 will be filled out during your appointment by the passport agent
 - ii. Orders (DD Form 1610/1614 or 1616/1617), OTEX and Transportation Agreement
 - iii. 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