

## OFFICIAL/NO-FEE **15 and under**

For either an initial or renewal

**MAKE REQUIRED APPOINTMENT at:**

[https://usag\\_ansbach\\_passports.timetap.com/](https://usag_ansbach_passports.timetap.com/)

The following are to be brought to the Passport Office:

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. Complete Online Form using the applicant's information.
  - b. The application process is a Wizard type Program that will print out with a barcode in the upper left hand corner of the page. Applications without this barcode will not be accepted.
  - c. **First 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/PSC 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 pages **5 & 6 only**. Bring the application with you to your appointment, **DO NOT SIGN!**
3. **Proof of U.S. citizenship** (Always required for minors 15 and under):
  - **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**
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.
7. **PASSPORT PHOTOS:** will be taken during your appointment at the Passport Office.
8. **For Civilians:** Orders/OTEX bringing you to Germany, DD Form 1610/1614.
9. **For Military:** Orders bring you to Germany and Soldiers Record Brief.
10. **DD Form 1056** will be filled out by the Passport Agent at your appointment.
11. **Family Member** Official/No-Fee 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)