

TOURIST RENEWAL & SECONDARY PASSPORT FOR ADULTS {For those who have a 10 year or Official/No-Fee Passports}

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

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

1. **Completed DS Form 82** 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, PSC, Rotational or German address
 - e. If you have a No-Fee/Official Passport use it to answer **“Your most recent Passport**
 - f. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - g. Check Box then create the form and print pages **5 & 6**. Bring with you to the appointment, **DO NOT SIGN!**
2. **Previously issued Tourist or No-Fee passport**
3. **Military Identification Card**
4. **Money Order or Cashier’s Check made payable to Department of State: \$110**
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. **(2) PASSPORT PHOTOS:** will be taken during your appointment at the Passport Office. Bring a shirt to change into for the photo, military uniforms are not authorized.

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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