

## **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/](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. **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 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: \$130**
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. Do not wear a white colored shirt or Military uniform for the photo.

**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)