

TOURIST 15 and under
For either an initial or renewal
MAKE REQUIRED APPOINTMENT at:
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 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 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. **Money Order/Cashier's Check only, made payable to Department of State: \$135**
7. **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.
8. **PASSPORT PHOTOS:** will be taken during your appointment at the Passport Office. It is our suggestion that the applicant does not wear a white shirt for the photo.
9. **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