United States Army Garrison Ansbach, Passport Office, Building 5818, Room 110

TOURIST

{First time Passports for Adults ages: 16 and up}

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 11** 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 Line 2: OPC 454 BOX 36, APO, AE 09250***
   d. *Is this your permanent address? Check "NO" add your CMR, PSC, Rotational or German 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, print only pages **5-6** of the application and bring 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. **Proof of name change** *(if applicable)* – original documentation of any name changes from what is listed on citizenship document (i.e. adoption decrees, court documents). For children ages 16-17, if parent (s) name on the birth certificate and ID card are different, need original name change document.

5. **Money Order or Cashier's Check made payable to Department of State: $165**

6. **(2) PASSPORT PHOTOS:** will be taken during your appointment at the Passport Office. Do not wear a white shirt or military uniform for the photo.

*NOTE: IT IS RECOMMENDED THAT YOU DO NOT MAKE ANY TRAVEL PLANS WITHOUT THE PASSPORT IN YOUR POSSESSION.

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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