United States Army Garrison Bavaria MPD - Passport Office
Tower Barracks, Building 244, Room 131

OFFICIAL/NO-FEE
Initial Passports for Adults
{Passports for ages 16 and up}
APPOINTMENT REQUIRED

TRAVEL PLANS SHOULD NOT BE MADE WITHOUT A VALID PASSPORT IN HAND!

1. **Completed DS Form 11** online at https://pptform.state.gov/
   - **a.** Follow instructions and fill in info as requested.
   - **b.** The application process is a Wizard type Program, answer the questions appropriately.
   - **c. Mailing Address must be:**
     (Line 1)DEPT OF THE ARMY DHR/MPD/PASSPORTS
     (Line 2)OPC 415 BOX 41
     APO, AE 09114 (LEAVE COUNTRY AS U.S.)
     (CITY, STATE ZIP CODE)
   - **c.** Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
   - **d.** Create the form and then print the application and bring it with you to the passport office, **DO NOT SIGN!** There will be a barcode in the upper left hand corner of the application when printed. **Only print the two pages of the application, we do not need the instruction pages.**
2. **Proof of U.S. citizenship** (provide **one** of the following) & ALL previously issued passports (if applicable):
   - **original** U.S. birth certificate, or
   - **original** Consular Report of Birth Abroad with native birth certificate, 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).
5. **OFFICIAL and NO-FEE PASSPORT REQUIREMENT**:
   - **Active Duty Military**:
     - Funded travel orders (PCS, approved MILO from SIA, DTS funded travel authorization orders(not a 1610). Must reflect destination country which requires an official passport.
     - PCS Orders (if on assignment to country or specific unit from a country that requires an official passport) or Waiver for special assignment personnel(Dog handlers, EOD, CID)
   - **Active Duty Military Family Members**: (for Command Sponsored family members)
     - Sponsor's orders or Command Sponsorship letter listing family members
   - **DoD/DA Civilians, NAF Employees and Their Family Members:**
     - Original orders that brought you to Germany. (DD1614)
     - Current SF-50 (or equivalent for NAF employees DA 3434)
     - Extension paperwork (OTEX) if applicable.
   - **Contractors:** Contact the passport office for instructions.
   - **DODEA Employees and their Family Members:**
     - Original orders that brought you to Germany. (DD1614)
     - Current S-F50
     - Extension paperwork (updated DD 1616/1617(Transportation agreement) or recent RAT orders) if applicable.

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

For appointments or questions, please email us at **usarmy.bavaria.id-europe.mbx.dhr-mpd-passports@army.mil**