

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, 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:**
 - a. **Active Duty Military:**
 - i. Funded travel orders (PCS, approved MILO, 1610 etc.). Must reflect destination country requiring issuance of passport.
 - ii. PCS Orders (if on assignment to country that requires an official passport)
 - b. **Active Duty Military Family Members:** (for Command Sponsored family members)
 - i. Sponsor's orders listing family members OR CMD Sponsorship Memorandum
 - c. **DoD/DA Civilians, NAF Employees and Their Family Members:**
 - i. Original orders that brought you to Germany. (DD1614)
 - ii. Current SF-50 (or equivalent for NAF employees)
 - iii. Extension paperwork (DD 1617, OTEX, or RAT orders) if applicable.
 - d. **Contractors:** Contact the passport office for instructions.
 - e. **DODEA Employees and Their Families:**
 - i. Original orders that brought you to Germany. (DD1614)
 - ii. Current S-F50
 - iii. Extension paperwork (DD 1617, OTEX, or RAT orders) if applicable.
 - iv. Transportation agreement (DD1616)

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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