

OFFICIAL/NO-FEE

**Initial & Renewal Passports for Children
{Passports for children ages 15 and under}**

APPOINTMENT REQUIRED

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

1. **BOTH PARENTS AND CHILD MUST BE PRESENT:** If one parent cannot be present, either a **notarized Statement of Consent (DS Form 3053)** or a **Special Power of Attorney** listing each child and parent by name and date(s) of birth, giving consent for the passport application must be submitted. A copy of the front and back of the absent parent's military ID card or ID used to notarize the DS-3053 is also needed.
2. **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. **Mailing address must be:**

(Line 1) DEPT OF THE ARMY DHR/MPD/PASSPORTS
(Line 2) OPC 415 BOX 41
APO, AE 09114
(CITY), (STATE) (ZIP CODE) (LEAVE COUNTRY AS U.S.)
Skip the "In Care Of" portion. Leave it blank.
 - c. Select the normal fees, you will NOT pay online.
 - d. Create the form and **print only the two pages of 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.
3. **Proof of U.S. citizenship:** ALL previously issued Passports AND **one** of the following:
 - **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 presented 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. **Notarized DS-3053 Statement of Consent for missing parent AND a copy (front and back) of the ID used for the document** (*only applicable if one parent cannot be present for appointment*)
6. **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).

OFFICIAL and NO-FEE PASSPORT REQUIREMENTS:

- b. **Active Duty Military Family Members:** (for Command Sponsored family members)
 - i. Sponsor's orders listing family members
- c. **DoD/DA Civilians, NAF Employees and Their Family Members:**
 - i. Original orders that brought you to Germany. (DD1614)
 - i. Current SF-50 (or equivalent for NAF employees)
 - ii. 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!