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

TOURIST
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. **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.)
   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.

2. **Proof of U.S. citizenship** (provide **one** of the following) & 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). For children ages 16-17, if parent (s) name on the birth certificate and ID card are different, need original name change document.

5. **Payment (money order/cashier's check made payable to Dept of State) :**
   PPT Book: $165 Passport Card: $30

6. **(2) PASSPORT PHOTOS:** Must be in color, 2 x 2 inches in size, taken within the last 6 months to reflect current appearance, plain white background (not in uniform, no white shirts nor pastel colored shirts, no tank tops, no glasses allowed and full face view).

YOU MUST BRING ALL ORIGINAL DOCUMENTS!
For appointments or questions, please email us at **usarmy.bavaria.id-europe.mbx.dhr-mpd-passports@army.mil**