

OFFICIAL/NO-FEE
Secondary and Renewal Passport 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 82** 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: USAG Bavaria MPD, Unit 28154 ATTN: Passports, APO AE 09114.**
 - 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 out the two pages of the application, we do not need the instruction pages.**
2. **Bring ALL previously issued passport(s) in your possession. (Tourist and Official/No-Fee)**
3. **Military Identification Card**
4. **Proof of name change** (*if applicable*) – original documentation of any name changes from what is listed on citizenship document. This can include adoption decrees, court documents, etc.
5. **OFFICIAL and NO-FEE PASSPORT REQUIREMENT:**
 - a. **Active Duty Military:**
 - i. Funded travel orders (PCS, approved MILO, 1610). Must reflect destination country which requires it.
 - 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
 - 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 Family Members:**
 - 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