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

TOURIST
Initial & Renewal Passports for Children
{Passports for children ages 15 and under at the time of the appointment}
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 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 must also be submitted.

2. **Completed DS Form 11** online at https://pptform.state.gov/ .

    a. Do the **"Complete Online and Print Form"** version of the application.
    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" section. Leave it blank.

    c. Select the normal fees, you will NOT pay online.
    d. Create the form and print only the last 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 present such as marriage certificate, divorce decree, etc.), 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.

4. **Parents Military Identification Card**

5. **Bring ALL previous passports** *(includes both current, expiring or expired tourist and current no-fee passport)*

6. **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.

7. **Payment (money order/cashier's check made payable to Dept. of State) :** PPT Book $135 PPT Card $15

8. **(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 (no glasses allowed, no white shirts nor pastel colored shirts, no tank tops and full face view and not previously used in another passport).

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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