

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 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: USAG Bavaria MPD, Unit 28130, ATTN: Passports, APO AE 09114.**
 - 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** (Provide **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. **Previously issued passports for the child** (*if applicable*)
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).
7. **OFFICIAL and NO-FEE PASSPORT REQUIREMENTS:**
 - a. **Active Duty Military Dependents:** (No-Fee Passports are only for Command Sponsored Dependents)
 - i. DD Form 1056 completed by Passport Office Staff
 - b. **DOD Civilian Dependents:**
 - i. DD Form 1056 filled out by your unit personnel office
 - c. **NAF/AAFES/Contractors Dependents:**
 - i. DD Form 1056 filled out by your unit personnel office (i.e. DOCPER for contractors)

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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