

**TOURIST**  
**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. 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.
2. **Previously issued passport**
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).
5. **Payment (money order/cashier’s check made payable to Dept. of State) : \$110**
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 tank tops, no glasses allowed, 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.imcom-europe.mbx.dhr-mpd-passports@mail.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil).