

OFFICIAL/NO-FEE
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. 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 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 the two pages of the application, we do not need the instruction pages.

2. **Proof of U.S. citizenship** (provide **one** of the following) & previously issued passport (if applicable):
 - **original** U.S. birth certificate, or
 - **original** Consular Report of Birth Abroad, 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).

5. **OFFICIAL and NO-FEE PASSPORT REQUIREMENT:**
 - a. **Active Duty Military:**
 - i. A memorandum from your command requesting issuance of an official passport (must state your name, rank, countries you are going on mission to that require an official passport as outlined in the Foreign Clearance Guide and estimated dates of departure). Must also provide documentation of that mission (i.e. orders, RIF, RAD, RFO).
 - ii. Orders (if on assignment to country that requires an official passport)
 - b. **Active Duty Military Dependents:** (No-Fee Passports are only for Command Sponsored Dependents)
 - i. Sponsor’s orders
 - c. **DOD Civilians, NAF Employees, Contractors and Their Dependents:**
 - i. DD Form 1056 filled out by your unit personnel office

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

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