PASSPORT APPLICATION

PROCESS

All Passport applications must be typed and contain a 2D Barcode.

To complete the correct application, visit the Department of State website:

https://pptform.state.gov/

☑ Please use the mailing address for the applicable servicing Passport Office:

USAG Rheinland-Pfalz
Baumholder Passport Office Unit 23746
APO AE 09034

USAG Rheinland-Pfalz
Kleber Passport Office Unit 23175
APO AE 09227

☑ If you have a valid passport of any kind please add the most recent passport information when requested by the passport application wizard.

☑ Follow the step by step instructions and DO NOT forget to print pages 5 and 6 (Only) of Passport Application.

☑ Passport photos must be taken without glasses, in normal street attire (no military related items) and must be taken within 6 months.

☑ Applications MUST be signed in front of an agent.

☑ We accept Money Orders and Cashier Checks ONLY.

INCOMPLETE/INCORRECT APPLICATIONS WILL NOT BE PROCESSED.
CUSTOMER SERVICE INFORMATION

BAUMHOLDER MPD PASSPORT OFFICE
Smith Barracks Bldg. 8660 Bayonet Drive
55774 Baumholder

Serving Customers by Appointments Only
To request an appointment or for questions please send us an email to:

usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@mail.mil

Closed on Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up. All other services are by APPOINTMENT ONLY to include the pick-up of Consular Report of Birth Abroad and Passport for newborns.

Customer Service Hours for Walk-Ins 0830-1130 and 1300-1530

KLEBER PASSPORT OFFICE
Kleber Kaserne, Building 3245, Mannheimer Strasse 67657
Kaiserslautern

Serving Customers by Appointments Only
To request an appointment or for questions please send an email to:

usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@mail.mil

Closed on Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for SOFA, Ration Cards, Consular Report of Birth and Passport for newborns and Passport Pick-Up. All other services are by APPOINTMENT ONLY.

Monday - Walk-In Hours are Monday – Friday 0800 - 1130 and 1300 - 1530 only for SOFA and Rations ONLY
Monday - Thursday 1300 - 1530 for all other services
PASSPORT APPLICATION PROCESS

ADULTS

FIRST TIME APPLICANT

- Applicants must be present.
- Original marriage certificate or any documentation reflecting a name change plus 1 photocopy.
- One passport sized photo. (2”x2” or 5cm x 5cm) Can be obtained at VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, the Photo Booth at the Baumholder and KMC Exchanges, and the KMC and Kleber Food Courts.
- Military I.D. plus 1 photo copy of both sides.
- Money Order made out to: U.S. Department of State in the amount of $145.00.

OFFICIAL/NO FEE PASSPORTS

All documents listed above and below except for the money order

- Military Dependents: Command Sponsorship Memorandum/Orders.
- Civilians employees and dependents: DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs.

PASSPORT RENEWAL

- Applicants must be present.
- Original passport(s) (i.e., Official, No Fee, Tourist and/or Card) plus photocopy of each.
- If required Original Marriage Certificate or any documentation reflecting a name change plus photocopy.
- One passport sized photo. (2”x2” or 5cm x 5cm) Can be obtained at VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, the Photo Booth at the Baumholder and KMC Exchanges, and the KMC and Kleber Food Courts.
- Military I.D. plus 1 photo copy of both sides.
- Money Order made out to: U.S. Department of State in the amount of $110.00.

OFFICIAL PASSPORTS

All documents listed above and below except for the money order

- Military Dependents: Command Sponsorship Memorandum/Orders.
- Civilians employees and dependents: DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.
PASSPORT APPLICATION PROCESS

MINORS

CHILDREN AGE 16-17

- Applicants must be present.
- Original marriage certificate or any documentation reflecting a name change plus 1 photocopy.
- One passport sized photo. (2” x 2” or 5cm x 5cm) Can be obtained at VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, the Photo Booth at the Baumholder and KMC Exchanges, and the KMC and Kleber Food Courts.
- Military I.D. plus 1 photo copy of both sides.
- Money Order made out to: U.S. Department of State in the amount of $145.00.

OFFICIAL/NO FEE PASSPORTS

All documents listed above and below except for the money order

- Military Dependents: Command Sponsorship Memorandum/ Orders.
- Civilians employees and dependents: DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs.

CHILDREN 15 AND UNDER

- Both Parents and CHILD must be present if on birth certificate or provide a DS-3053 from missing parent.
- Original Passport (i.e., Official, No Fee, Tourist and/or Card) Plus photo copy of each
- The child’s Original birth certificate or Consular Report of Birth plus photocopy.
- One passport sized photos. (2” x 2” or 5cm x 5cm) Can be obtained at VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, the Photo Booth at the Baumholder and KMC Exchanges, and the KMC and Kleber Food Courts.
- Parents’ Military ID plus 1 photocopy front and back.
- Money Order made out to: U.S. Department of State in the amount of $115.00.

OFFICIAL/NO FEE PASSPORTS

All documents listed above and below except for the money order

- Military Dependents: Command Sponsorship Memorandum/ Orders.
- Civilians employees and dependents: DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs.
PASSPORT APPLICATION PROCESS

ALL

LOST OR STOLEN PASSPORT

- Applicants must be present.
- Original marriage certificate or any documentation reflecting a name change plus 1 photocopy.
- Original Passport (i.e., Official, No Fee, Tourist and/or Card) Plus photo copy of each.
- One passport sized photo. (2”x2” or 5cm x 5cm) Can be obtained at VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, the Photo Booth at the Baumholder and KMC Exchanges, and the KMC and Kleber Food Courts.
- Police Report (Military or German Authority)
- Military I.D. plus 1 photo copy of both sides.
- Money Order made out to: U.S. Department of State in the amount of $145.00 for adults and $115.00 for children 15 and under.

ADDITIONAL INFORMATION

PASSPORT OFFICES SERVICING THE USAG RP COMMUNITY

LANDSTUHL
Servicing Landstuhl Personnel and Birth Registrations
Email: usarmy.landstuhl.medcom-rhc-e.mbx.lrmc-birth-registration@mail.mil

RAMSTEIN
Email: 786FSS.PASSPORTS@us.af.mil

CHECK YOUR PASSPORT STATUS: https://passportstatus.state.gov/
ORDER ORIGINAL DOCUMENTS: https://www.vitalchek.com/