



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
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** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy**.
- 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** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy**.
- 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.

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"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.***
- 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 birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy**.
- 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/>