



# 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  
Kleber Passport Office  
Unit 23175  
APO AE 09227**

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

- 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 and bring 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**. We recommend that you only use U.S. affiliated photo providers.
- 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 make an appointment access the following link:

<https://book.appointment-plus.com/d4q8n4bs//>

For questions please send us an email to:

[usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.bmc-mpd-passport-and-id@army.mil)

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**  
**Closed on Fridays and U.S. Federal Holidays**

## KLEBER PASSPORT OFFICE

Kleber Kaserne, Building 3245, Mannheimer Strasse 67657  
Kaiserslautern

**Serving Customers by Appointments Only**

To make an appointment access the following link:

<https://book.appointment-plus.com/d4q8n4bs//>

For questions please send us an email to:

[usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil](mailto:usarmy.rheinland-pfalz.id-europe.mbx.kmc-mpd-passport@army.mil)

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.**

**Walk-In Hours for SOFA and Rations Cards ONLY are Monday – Friday,**  
**0800 - 1130 and 1300 - 1530**

**Walk-In Hours for all other services are Monday - Thursday, 1300 - 1530**  
**Closed on Fridays and U.S. Federal Holidays**

# 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** (if required).
- 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 **\$165.00**.

### **OFFICIAL/NO FEE PASSPORTS**

**All documents listed above and below except for the money order**

- Military & 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) regardless of type (i.e., Official, No Fee, Tourist and/or Card) **plus 1 photocopy of each**.
- Original Marriage Certificate or any documentation reflecting a name change **plus 1 photocopy** (if required).
- 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 **\$130.00**.

### **OFFICIAL/NO FEE PASSPORTS**

**All documents listed above and below except for the money order**

- Military & 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

## **MINORS**

### **CHILDREN AGE 16-17**

- Applicants (minors) 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** (if required).
- Original Passport regardless of type (i.e., Official, No Fee, Tourist and/or Card) **plus 1 photocopy 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.**
- Military I.D. **plus 1 photo copy of both sides**.
- Money Order made out to: U.S. Department of State in the amount of **\$165.00**.

#### **OFFICIAL/NO FEE PASSPORTS**

**All documents listed above and below except for the money order**

- Military & 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 regardless of type (i.e., Official, No Fee, Tourist and/or Card) **plus 1 photocopy 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 **\$135.00**.

#### **OFFICIAL/NO FEE PASSPORTS**

**All documents listed above and below except for the money order**

- Military & 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** (if required).
- Original Passport regardless of type (i.e., Official, No Fee, Tourist and/or Card) **plus 1 photocopy 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)
- DS-64
- Military I.D. **plus 1 photo copy of both sides.**
- Money Order made out to: U.S. Department of State in the amount of **\$165.00** for adults and **\$135.00** for children 15 and under.

### OFFICIAL/NO FEE PASSPORTS

**All documents listed above and below except for the money order**

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

## 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@army.mil](mailto:usarmy.landstuhl.medcom-rhc-e.mbx.lrmc-birth-registration@army.mil)

#### RAMSTEIN

Email: [786FSS.PASSPORTS@us.af.mil](mailto:786FSS.PASSPORTS@us.af.mil)

CHECK YOUR PASSPORT STATUS:  
<https://passportstatus.state.gov/>

ORDER ORIGINAL DOCUMENTS:  
<https://www.vitalchek.com/>