

DHR – MPD - Passport Office

Please read the section that pertains to your request.

For all Official travel, access the **Electronic Foreign Clearance Guide (FCG)** (<https://www.fcg.pentagon.mil/fcg.cfm>) for guidance on DoD-sponsored personnel official foreign travel and, when applicable, unofficial (leave) travel, as specified within individual DoD FCG country pages.

Appointments:

All passport, VISA, and CRBA applications are done on an appointment basis only. We are prioritizing Diplomatic, Official requirements. Tourist passport applications with 120 days remaining validity will be scheduled next, unless you are traveling to a location that requires a longer validity period to travel. Proof must be provided. CRBA appointments will be initiated by the requested office upon receipt of the DS 2029 from the Consulate. Please provide the following information when requesting an appointment:

Type of service (Tourist Passport, Official, Diplomatic, VISA, and/or CRBA)

Are you military, civilian, contractor or a dependent of either category?

How many personnel are you requesting appointments for?

Have you been previously issued any US passport books or cards (within last 15 years)?

Is the applicant a minor? If so what is their age?

If you are requesting a VISA, provide the issuing country and departure date.

Name (First and Last)

Phone number

Walk-in Services Baumholder – Walk-in services include: Status of Forces Agreement (SOFA) Cards, Ration Cards, Passport Pickup (excluding CRBA), Document Verification for SSN, and ITIN questions. Service hours are Monday – Thursday, 0830 – 1130 and 1300 – 1530. In order to retrieve your passport, applicants must bring all expired and unexpired passports. Information on SOFA card issuance will be included below.

Walk-in Services Kaiserslautern - Passport pick-up occurs Monday – Thursday, 1300 – 1530. In order to retrieve your passport, applicants must bring all expired and unexpired passports.

SSN – Newborn CRBA Applications contain a SSN application. When pickup occurs, a Passport Acceptance Agent will certify the required documents and give further direction for processing. For adult SSN application we will only provide you with the SSA website and a Consulate point of contact if requested.

Kleber Kaserne Customer Service can complete the following actions during business hours, on a walk-in basis.

In/Out-processing – Must bring all issued passports

SOFA - If no SOFA stamp has been issued, please bring an AE Form 600-77A. This form must be signed by your servicing HR. The person signing must have a DD 577 (Appointment/Termination Record – Authorized Signature) on file. All applicants must bring all issued passports. **NOTE:** Additional documents may be required for non US passport holders. This information can be found on our Garrison website.

Missed/Cancelled/Late Appointments:

Please understand that appointment times are limited. If you must cancel your appointment, we request at least 24 hours' notice. Missed appointments, or cancelled appointments without 24 hours' notice, will result in being placed at the bottom of our appointment list. If you are more than 15 minutes late for your appointment we may not be able to accommodate you. Customers arriving late will be seen or rescheduled at our earliest convenience.

Passport Status Checks

Access <https://passportstatus.state.gov> from a DOD computer to check the status of your passport.

Other operational USAG RP passport facilities:

Ramstein – Specializes in Air Force military, civilian, and contract personnel and their family members to include DECA employees. For questions please contact them at 786fss.passports@us.af.mil.

Landstuhl – Specializes in Birth registration and CRBAs. For questions please contact them at usarmy.landstuhl.medcom-rhc-e.mbx.lrmc-birth-registration@mail.mil.

We thank you for your patience in this matter and look forward to assisting you.

V/r,

Kaiserslautern Passport Team

Please tell us how we are doing:



SCAN ME