PASSPORT APPLICATION

PROCESS

Please fill out the application online, it cannot be handwritten.

In order to complete the 2D Barcode Passport Application, visit the Department of State website:

https://pptform.state.gov/

☐ Check the “I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers box”.

☐ Click Submit.

☐ Start filling out the requested information.

☐ Please use the Baumholder or Kleber Passport Office mailing address which ever may apply.

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

USAG Rheinland-Pfalz
Kleber Passport Office
Unit 23152
APO AE 09227

☐ If you have a valid passport of any kind please add when requested by passport application wizard.

☐ Follow the step by step instructions and DO NOT forget to print the Passport Application.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
CUSTOMER SERVICE INFORMATION

KLEBER PASSPORT OFFICE
Kleber Kaserne, Building 3245, Room 113
Mannheimer Strasse 67657, Kaiserslautern

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

usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil
Closed Fridays and U.S. Federal Holidays

For emergency situations only, please go to our customer service desk for assistance

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 and Passport for newborns

Customer Service Hours for Walk-Ins – 0800-1145 and 1300-1545

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

CLOSED UNTIL FURTHER NOTICE

E-mail the Kleber Passport Office for assistance.

Closed on Fridays and U.S. Federal Holidays

For emergency situations only, please sign-in Room 103, a passport agent will assist you.

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 1300-1600
PASSPORT APPLICATION PROCESS

**FIRST TIME APPLICANT**

- A completed form DS-11 passport application.
- **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 photos. (2”x2” or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court**.
- 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.

**OFFICIAL/MILITARY DEPENDENTS NO-FEE PASSPORT**

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 RENEWAL**

- A completed form DS-82 passport application.
- **Original** passports (Both passports if you have 2) **plus photocopy of each**.
- If required **Original** Marriage Certificate or any documentation reflecting a name change **plus photocopy**.
- One passport sized photos. (2”x2” or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court**.
- 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/MILITARY DEPENDENTS NO-FEE PASSPORT**

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

CHILDREN 15 AND UNDER

- Both Parents and **CHILD** must be present if on birth certificate or a **DS-3053** from missing parent.
- A completed form **DS-11** passport application.
- The child’s **Original** birth certificate or Consular Report of Birth **plus photocopy**.
- One passport sized photos. (2”x2” or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at the Kleber Food Court.**
- 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/MILITARY DEPENDENTS NO-FEE PASSPORT

- All documents listed above 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.

LOST OR STOLEN PASSPORT

- Report from the Military or German Police.
- Completed form **DS-11** passport application and **DS-64**.
- **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 photos. (2”x2” or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and the Kleber Food Court.**
- 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.