



# **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  
Kaiserslautern, Passport Office  
OPC 469, BOX 24 A  
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 the hard copy of the 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 NEED TO RESCHEDULE**

# **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 0800-1130 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 and Passport Pick Up.

**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**

- ☐ All applicants must be present
- ☐ Application - **Print and bring the hard copy w/2D bar-code (DS11) on the left hand-side of the application is required (DO NOT SIGN)**
- ☐ Original US 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. The German Passport photos do not meet the Department of State requirement***
- ☐ Military I.D. **plus 1 photo copy of both sides**
- ☐ Money Order or Cashier's Check 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. For DODEA personnel will require DD1616

### **PASSPORT RENEWAL**

- ☐ All applicants must be present
- ☐ Application - **Print and bring the hard copy w/2D bar-code (DS82) on the left hand-side of the application is required (DO NOT SIGN)**
- ☐ Bring 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. The German Passport photos do not meet the Department of State requirement***
- ☐ Military I.D. **plus 1 photo copy of both sides**
- ☐ Money Order or Cashier's Check 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. For DODEA personnel will require DD1616

# **PASSPORT APPLICATION PROCESS**

## **MINORS**

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

- ☐ All applicants must be present - **Only one parent required & minor child(ren)**
- ☐ Application - **Print and bring the hard copy w/2D bar-code (DS11) on the left hand-side of the application is required (DO NOT SIGN)**
- ☐ Original US 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(s) 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. The German Passport photos do not meet the Department of State requirement***
- ☐ Military I.D. **plus 1 photo copy of both sides**
- ☐ Money Order or Cashier's Check 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. For DODEA personnel will require DD1616

### **CHILDREN 15 AND UNDER**

- ☐ Both Parents and CHILD must be present if on birth certificate or provide a DS-3053 from missing parent
- ☐ Application - **Print and bring the hard copy w/2D bar-code (DS11) on the left hand-side of the application is required (DO NOT SIGN)**
- ☐ Original Passport regardless of type (i.e., Official, No Fee, Tourist and/or Card) **plus 1 photocopy of each**
- ☐ **Original US birth certificate, Consular Report of Birth or Naturalization Certificate plus 1 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. The German Passport photos do not meet the Department of State requirement***
- ☐ Parents' Military ID **plus 1 photocopy front and back**
- ☐ Money Order or Cashier's Check 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. For DODEA personnel will require DD1616

# PASSPORT APPLICATION PROCESS **ALL**

## **LOST OR STOLEN PASSPORT**

- ☐ Applicants must be present
- ☐ Application - **Print and bring the hard copy w/2D bar-code (DS11 and DS 64) on the left hand-side of the application is required (DO NOT SIGN)**
- ☐ Original US 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. The German Passport photos do not meet the Department of State requirement**
- ☐ Police Report (Military or German Authority)
- ☐ Military I.D. **plus 1 photo copy of both sides**
- ☐ Money Order or Cashier's Check 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. For DODEA personnel will require DD1616

## **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/>