

Adult 2nd Fee Tourist Passport Renewal Checklist

PANZER KASERNE BLDG 2915 RM 314

DSN 596-2009/2767/2539 OR CIV: 09641-70-596-2009/2767/2539

Hours of service: Monday, Tuesday, Thursday and Friday 0830-1200, 1300- 1600

Closed Wednesday for processing

PLEASE FILL IN THE TOP SECTION ONLY

APPLICANT'S NAME: _____ DOB: _____

LAST FIRST MIDDLE NAME DD/MiV1iV1 / YYYY

APPLICANT'S SSN: _____ AGE: _____

SPONSOR'S NAME: _____ RANK: _____

LAST FIRST MIDDLE NAME EX...E-5/05/GS11

SPONSOR'S SSN: _____ UNIT: _____

DUTY/HOME PHONE _____ CELL# _____

EMAIL ADDRESS : _____

IMPORTANT PROCESSING NOTES:

- Passport and Passport Card can be requested on the same application outside the U.S.
- Applicant must fill out the application on line at: www.travel.state.gov. Printed on single side paper
- No handwritten or signed applications accepted. You will sign the application in front of the agent.
- Reference the most recent passport or card in your possession on the application, regardless of type.
- Provide all passports, regardless of type (current, recently canceled or recently expired passport).
- Previous passport must have been issued within the last 15 years.
Photo must be less than 6 months old and not on any previously issued passport
- It is required for the applicant to use the following mailing address on all passport applications:
{Street Address} USAG Stuttgart DHR, Unit 30401 {Street address 2} ATTN: Passports AFN 436457
{City} APO (State) AE -AF Europe (Zip code) 09154 (Country) USA (in care of) Stuttgart Army

Approximate return time for:

TOURIST
6-8 weeks

App Initials

PPT Agt Initials

Signed MOU on file

Supporting PPTs Submitted

PPT Card

No fee

Tourist

Diplomatic

Official 1ST

Official 2ND

REQUIRED DOCUMENTS for Blue TOURIST Passport (OVER Age 16) (issued a previous passport after age 16):

- Form DS 82, Adult renewal 16 and older, Money order for \$130.00 payable to: Department of State
- Most recent tourist (book and card), diplomatic and official/no-fee passports issued within the past 15 yrs even if recently canceled.
- Provide all current tourist (book and card), diplomatic and official/no-fee passports regardless of type.
- Provide letter from applicant with justification for 2nd fee passport
- Military 1D/CAC card
- Provide letter from applicant's employer with justification of 2nd fee passport
- 1 Passport Photo {2X2} (Panzer photo lab for military and civilian) (Contracting personnel must provide photo)
- Social Security verification (ID, memory, SSN card, supporting documents)
- If current name is different than most recent passport: legal proof of name change is required. Original documents must be submitted (Original birth certificate, original marriage license, original divorce decree, or original court order)

Mail Application To

NPC FRK

MISCELLANEOUS ADDITIONS FOR RENEWAL PASSPORT APPLICATIONS, IF APPLICABLE:

- DS 64-Statement regarding a lost or stolen passport
- Police Report (Not required but recommended)
- Statement of mutilation of passport (MUST be included with original mutilated passport)

Applicant's Signature: _____ Date: _____