

NO-FEE/OFFICIAL/DIPLOMATIC PASSPORT: INITIAL AND RENEWAL CHECKLIST

| | | | |
|--|--------------------|---|------------------|
| APPLICANT'S NAME: | DOB: | Last four SSN | APPLICANT'S AGE: |
| LAST FIRST FULL MIDDLE | | | |
| SPONSOR'S NAME: | UNIT/AGENCY: | SPONSOR'S GRADE: _____ (Format: E-1 / O-5 / GS-9 / CTR) | |
| LAST FIRST FULL MIDDLE | | | |
| PHONE: | GVT EMAIL ADDRESS: | | |

REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

- [] Passport Application: Application must be completed online, provide USAG Stuttgart Passport Office mailing address, and signed in front of agent. Follow Instructions for Europe processing at <https://home.army.mil/stuttgart/index.php/my-garrison/all-services/passport-sofa-services>.
- [] Applicant presence.
- [] Parental/Legal Guardian requirement for applicants 17 and younger: *Applicants 15 and younger require both legal guardian's to be present. One legal guardian is required for 16 and 17 year old applicants.*
- [] Original Birth Certificate, Naturalization Certificate, or Certificate of Citizenship. (Required for initial passport applications or applicants 15 years of age or younger.)
- [] All passports regardless of the type, i.e., No-Fee, Official, Tourist passports, and Passport Card.
- [] Proof of Social Security Number. (SSN card, memory, or other official supporting document providing SSN.)
- [] Government ID card
- [] Changing Name: Provide original or certified copy of marriage certificate, divorce decree, or other original certified court order.
- [] Passport Photo: Must be 2x2, and less than 6 months of application date. Military, Appropriated Fund DOD civilians and their family members can use the VIOS photo lab on Panzer, Building 2948. Phone: 09641-70-596-2710. Contractor and NAF employees must provide photo at own cost.
- [] DD FORM 1056: Typed and signed in blue ink by an authorizing official. Please consult your local Commandants Office or S1/S2 for an authorizing official.
- [] Military and locally hired civilians only: Memorandum from command listing 1 country requiring the No-fee/Official passport to make entry IAW with the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm>. Projected travel dates and location must be provided and match with information on DD Form 1056.
- [] Sponsor PCS/Travel orders. If extended, proof of extension.

PASSPORT AGENT USE ONLY

| <u>Original Documents Submitted</u> | <u>Passport Requested</u> | <u>Processing Date</u> |
|--|------------------------------|------------------------|
| Birth Cert [] C [] O Cert of Citizenship [] C [] O | | ----- |
| Tourist [] C [] O Naturalization Cert [] C [] O | [] 1 st Official | |
| Diplomatic [] C [] O [] Special power of attorney | [] 2 nd Official | ----- |
| No-Fee [] C [] O [] Name Change Document | [] No-Fee | |
| Official [] C [] O [] DS-5525 | [] Diplomatic | |
| PPT Card [] C [] O [] DS-3053 | | |

USAG STUTTGART PASSPORT AND SOFA OFFICE

PANZER KASERNE BLDG 2915 RM 314

DSN: 596-2009/2767/2539/2301 OR

CIV 09641-70-596-2009/2767/2539/2301

usarmy.stuttgart.id-europe.mbx.usag-stuttgart-passport@army.mil

Appointment Link:

<https://www.stuttgartcitizen.com/appointments/>

Hours of Operation:

Mon, Tues, Thur, Fri 0830-1200 & 1300-1600

Closed Wednesdays and Federal Holidays