

# NO-FEE/OFFICIAL/DIPLOMATIC PASSPORT: LOST, STOLEN, OR MUTILATED CHECKLIST

**APPLICANT'S NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Last Four SSN** \_\_\_\_\_ **APPLICANT'S AGE:** \_\_\_\_\_  
LAST FIRST MIDDLE

**SPONSOR'S NAME:** \_\_\_\_\_ **UNIT/AGENCY:** \_\_\_\_\_ **SPONSOR'S GRADE:** \_\_\_\_\_ (Format: E-1 / O-5 / GS-9 / CTR)  
LAST FIRST 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>
- DS-64 Statement (Lost, Stolen, Mutilated Passport.)
- 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 by all applicants)
- All passports regardless of the type, i.e., No-Fee, Official, Tourist passports, and Passport Card. (*Expired passport issued within the last 15 years.*)
- 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 <input type="checkbox"/> C <input type="checkbox"/> O Cert of Citizenship <input type="checkbox"/> C <input type="checkbox"/> O	<input type="checkbox"/> 1 <sup>st</sup> Official <input type="checkbox"/> 2 <sup>nd</sup> Official <input type="checkbox"/> No-Fee <input type="checkbox"/> Diplomatic	-----
Tourist <input type="checkbox"/> C <input type="checkbox"/> O Naturalization Cert <input type="checkbox"/> C <input type="checkbox"/> O		-----
Diplomatic <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Special power of attorney		-----
No-Fee <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Name Change Document		-----
Official <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-5525		-----
PPT Card <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-3053		-----

### USAG STUTTGART PASSPORT AND SOFA OFFICE

PANZER KASERNE BLDG 2915 RM 314

DSN: 596-2009/2767/2539/2301

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

[usarmy.stuttgart.id-europe.mbx.usag-stuttgart-passport@army.mil](mailto: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