

NO-FEE/OFFICAL/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: **CURRENT PROCESSING TIME: 6-8 WEEKS**

- 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 ["USAG Stuttgart Passport Application Instructions"](#) or visit <http://www.stuttgart.army.mil/services-passports.html>.
- 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: 07031152710. 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.
- Sponsors 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		-----
Tourist <input type="checkbox"/> C <input type="checkbox"/> O Naturalization Cert <input type="checkbox"/> C <input type="checkbox"/> O	<input type="checkbox"/> 1 st Official	<u>Processing Date</u>
Diplomatic <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Special power of attorney	<input type="checkbox"/> 2 nd Official	-----
No-Fee <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> Name Change Document	<input type="checkbox"/> No-Fee	
Official <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-5525	<input type="checkbox"/> Diplomatic	
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: 431-2009/2767/2539/2301 OR CIV 0703-115-2009/2767/2539/2301
usarmy.stuttgart.id-europe.mbx.usag-stuttgart-passport@mail.mil
Appointment Link:
<https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=1060>