

TOURIST 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: _____			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 applicants passports regardless of the type of passport, 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.
- Money Order/Cashier's Check** made out to the Department of State: (Each Application must have a separate money order/cashier's check)

Minor (15 or younger):	<input type="checkbox"/> Passport Book only: \$135	<input type="checkbox"/> Passport Card only: \$15	<input type="checkbox"/> Passport Book and Card: \$150
Adult (16 or older) Renewal:	<input type="checkbox"/> Passport Book only: \$130	<input type="checkbox"/> Passport Card only: \$30	<input type="checkbox"/> Passport Book and Card: \$160
Initial or 1 st application after age of 16	<input type="checkbox"/> Passport Book only: \$165	<input type="checkbox"/> Passport Card only: \$30	<input type="checkbox"/> Passport Book and Card: \$195

PASSPORT AGENT USE ONLY

<u>Original Documents Submitted</u>	<u>Passport Requested</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"/> Tourist	<u>Processing Date</u>
Tourist <input type="checkbox"/> C <input type="checkbox"/> O Naturalization Cert <input type="checkbox"/> C <input type="checkbox"/> O	<input type="checkbox"/> PPT Card	
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	<u>Mail To</u>	
PPT Card <input type="checkbox"/> C <input type="checkbox"/> O <input type="checkbox"/> DS-3053	<input type="checkbox"/> NPC	
	<input type="checkbox"/> FRK	

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

Appointment Link:

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

Hours of Operation:

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

Closed Wednesdays and Federal Holidays