

## 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: _____			GVT EMAIL ADDRESS: _____		

### REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

**CURRENT PROCESSING TIME: 4-6 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"](http://www.stuttgart.army.mil/services-passports.html) 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 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: 07031152710. 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):	[ ] Passport Book only: \$115	[ ] Passport Card only: \$50	[ ] Passport Book and Card: \$130
Adult (16 or older) Renewal:	[ ] Passport Book only: \$110	[ ] Passport Card only: \$30	[ ] Passport Book and Card: \$140
Initial or 1 <sup>st</sup> application after age of 16	[ ] Passport Book only: \$145	[ ] Passport Card only: \$65	[ ] Passport Book and Card: \$175

### 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	
Tourist [ ] C [ ] O Naturalization Cert [ ] C [ ] O	[ ] PPT Card	
Diplomatic [ ] C [ ] O [ ] Special power of attorney		
No-Fee [ ] C [ ] O [ ] Name Change Document	<u>Mail To</u>	
Official [ ] C [ ] O [ ] DS-5525	[ ] NPC	
PPT Card [ ] C [ ] O [ ] DS-3053	[ ] FRK	

#### 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](mailto:usarmy.stuttgart.id-europe.mbx.usag-stuttgart-passport@mail.mil)

Appointment Link:

<https://rapids-appointments.dmdc.osd.mil/appointment/building.aspx?BuildingId=1060>