

# 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 <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 <sup>st</sup> Official |                        |
| Diplomatic <input type="checkbox"/> C <input type="checkbox"/> O    [ ] Special power of attorney   | <input type="checkbox"/> 2 <sup>nd</sup> Official | -----                  |
| No-Fee <input type="checkbox"/> C <input type="checkbox"/> O    [ ] Name Change Document  | <input type="checkbox"/> No-Fee                   |                        |
| Official <input type="checkbox"/> C <input type="checkbox"/> O    [ ] DS-5525   | <input type="checkbox"/> Diplomatic               |                        |
| PPT Card <input type="checkbox"/> C <input type="checkbox"/> O    [ ] DS-3053   |   |                        |

### USAG STUTTGART PASSPORT AND SOFA OFFICE

PANZER KASERNE BLDG 2915 RM 314

DSN: 596-8181/2767/2539/2235/2009

CIV 09641-70-596-8181/2767/2539/2235/2009

[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-Fri 0800-1200 & 1300-1600

Closed the last Thursday of the Month &  
Federal Holidays



## USAG Stuttgart Passport Application Instructions:

These instructions are for individuals renewing a passport or applying for an initial passport. If your passport has been lost, stolen, damaged or mutilated contact the passport office to receive different instructions.

### IMPORTANT NOTES:

- Expedite options are not available outside the U.S. Please do not utilize this option for it will provide incorrect fees.
- Updates to the online site are made often by U.S. Department of State. These instructions are current as of May 2015.

### ONLINE INSTRUCTIONS

1. Go to the following passport online link: <https://poptform.state.gov>
2. Click on the box  "I have read the Privacy ..... Disclaimers", then click on **Submit**.
3. Click on **Submit** with the box labeled "Complete Form Online".
4. **About the Applicant:** Fill in the requested information about the Applicant. References all 0's for an applicant who does not currently have a Social Security Number. Click on **Next**.
5. **Contact Information**
  - **Where should the passport be mailed?:** You must provide the information highlighted in bold or your application will have to be retyped. Please note your completed application will list this address in block 8.  
Street Address: **USAG STUTTGART DHR, UNIT 30401** Street Address (#2): **ATTN: PASSPORTS AFN 436457**  
City: **APO** Country: **UNITED STATES** State: **AE – AF Europe** Zip Code: **09154** In Care of: **STUTTGART ARMY**  
Is this your Permanent Address: **Select No**, screen will repopulate. Your permanent address may be a CMR address or either a Stateside or German permanent address.
  - **Preferred Method of Communication:** Select one of the three options listed, then provide a good email address and phone number. You may provide a German phone number. Click on **Next**.
6. **Travel Plans:** Please leave blank. If traveling within 6 weeks please notify the passport agent. Click on **Next**.
7. **Emergency Contact:** Optional field but applicant is encourage to provide information. Click on **Next**.
8. **Your Most Recent Passport:** Click on one of four options listed. If you click on **None**, proceed to number 9.
  - **Do you still have the passport in your possession?:** Select **Yes** as long the passport you are applying for has not been lost, stolen, damaged, or mutilated.
  - **Date of your most recent passport book issued:** Reference your **most recent** issue passport of the same type that you are renewing (Official, No-Fee, or Tourist) **NOTE: if requesting first passport of its type, reference most recent issued passport regardless of type.** Click on **Next**. (If lost /stolen/mutilated reference that particular passport which may or may not be most recent.)
9. **Parent & Spouse Information:** If not prompted to enter this information proceed to number 10.
  - If prompted to enter information ensure you **reference the parent (guardian) name(s) as it was at their birth** not at the applicants birth. You must provide as much information as known or what is listed on your birth certificate.
  - **Spouse:** If married or divorced you must provide this information. Click on **Next**.
10. **Are you known by other names?:** If known by other name(s) in the past you must provide this information. Click on **Next**.
11. **Passport Application Review:** Second block down "Mailing Address" must list the mailing address provided in number 5. If you had to provide a parent (guardian) name(s), names should reflect the parents given name(s) at their own birth, NOT at the applicants birth. After reviewing and making edits if needed, Click on **Next**.
12. **Passport Products and Fees:** Select one of three options provide. If applying for a tourist passport book ensure you select 52 Page Book. If applying for an Official or No-Fee passport **do not** select 52 Page Book. Please leave **Processing Methods** as "Routine Service". You may not expedite an application outside the U.S. **Please note:** No-Fee Passports are at no cost to applicant; however a fee will be displayed. Ignore that and Click on **Next**.
13. **Next Steps:** Scroll to bottom of page and Click on the box  have read ..... above", then click on **Create Form**. Open the PDF Form and print, single sided, pages 5-6. **Do not** sign the application, the application must be signed in front of a passport agent.
14. Review your checklist, ensure you have all other required documents prior to submitting you application during your appointment time.