

# TOURIST 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: _____		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 (Only for Lost or Stolen Passport.)      ☐ Statement Regarding Mutilated Passport (Only for Mutilated Passport: Complete at Passport Office)
- ☐ 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 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** for EACH application made out to the Department of State for:
 

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):	<input type="checkbox"/> *Passport Book only: \$165	<input type="checkbox"/> *Passport Card only: \$30	<input type="checkbox"/> *Passport Book and Card: \$195

\*Passport fees are set by U.S. Department of State and are subject to change at any time

## PASSPORT AGENT USE ONLY

<u>Original Documents Submitted</u>	<u>Passport Requested</u>	
Birth Cert <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cert of Citizenship <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Tourist	<b><u>Processing Date</u></b>
Tourist <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Naturalization Cert <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> PPT Card	
Diplomatic <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Special power of attorney		
No-Fee <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Name Change Document		
Official <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DS-5525		
PPT Card <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> DS-3053		
	<b><u>Mail To</u></b>	
	<input type="checkbox"/> NPC	
	<input type="checkbox"/> FRK	

## 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 on the last Thursday of the Month &  
Federal Holidays