

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

Original Documents Submitted	Passport Requested	Processing Date
Birth Cert [] C [] O Cert of Citizenship [] C [] O		
Tourist [] C [] O Naturalization Cert [] C [] O	[] 1 st Official	
Diplomatic [] C [] O [] Special power of attorney	[] 2 nd Official	
No-Fee [] C [] O [] Name Change Document	[] No-Fee	
Official [] C [] O [] DS-5525	[] Diplomatic	
PPT Card [] C [] 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

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://pptform.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 30468** 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.