

# NO-FEE/OFFICIAL/DIPLOMATIC 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:** \_\_\_\_\_ **(E-1 / O-5 / GS-9 / CTR)**  
LAST FIRST MIDDLE

**PHONE:** \_\_\_\_\_ **GVT EMAIL ADDRESS:** \_\_\_\_\_

## REQUIREMENTS FOR APPLICATION TO BE SUBMITTED:

- Passport Application:** Application must be completed online and printed, Block 8 must be the Passport Office mailing address: USAG Wiesbaden, Unit 29623 Box 0052, City: APO, Country: United States, State: AE-AF Europe, Zip Code: 09005-9623, In Care of: Wiesbaden **DO NOT SIGN UNTIL TOLD TO DO SO AT APPT.**
- DS-64 Statement** (Lost, Stolen, Mutilated Passport.)
- 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. NOTE: DS-3053 required if one parent is not present at time of appointment. Must have the original notary with original signatures and signed within 90 days of appointment.*
- Original Birth Certificate, Naturalization Certificate, or Certificate of Citizenship. (Required by all applicants)** To order utilize <https://vitalchek.com/>
- All U.S. Passports regardless of the type**, i.e., No-Fee, Official, Tourist passports, and Passport Card. (*Expired passport issued within the last 15 years.*)
- Proof of Social Security Number.** (SSN card, memory, or other official supporting document providing SSN.)
- Military ID card**
- Changing Name:** Provide original or certified copy of marriage certificate, divorce decree, or other original certified court order.
- Sponsor PCS/Travel orders** If extended, proof of extension.
- Military:** 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>.
- Passport Photo:** Must be 2x2, and less than 6 months of application date. Pictures can be taken at:
  - (A)** Hainerberg or Clay Kaserne Food Court (Cost: 5 euro coins)
  - (B)** Photo Lab on Clay Kaserne Bldg. 1032 Adults can walk in. INFANTS require appointment via <https://vios.army.mil/> (CAC required) or call 546-6109/6110 or CIV: (0611) 143-546-6109 / 6110. **PHOTOS MUST BE TAKEN WITHOUT GLASSES AND NO WHITE SHIRT**

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

## USAG WIESBADEN PASSPORT AND SOFA OFFICE

CLAY KASERNE BLDG 1023E RM 161 / 162  
 DSN: 548-1605 / 1321  
 CIV 0611-143-548-1605 / 1321

[usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil](mailto:usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil)

Schedule an Appointment: <https://usagwischeduler.timetap.com>

### Hours of Operation:

Mon, Wed, Fri 0800-1200 & 1300-1530  
**Closed Tuesdays, Thursdays, and Federal Holidays**

1st Notification \_\_\_\_\_

2nd Notification \_\_\_\_\_

Final Notification \_\_\_\_\_

## USAG Wiesbaden 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 Feb 2021

### 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 WIESBADEN** **Street Address (#2): UNIT 29623 BOX 0052**  
**City: APO Country: UNITED STATES** **State: AE – AF Europe** **Zip Code: 09005-9623** **In Care of: WIESBADEN**  
**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 applicant's 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 parent's given name(s) at their own birth, **NOT** at the applicant's 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  "I 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 your application during your appointment time.