

# TOURIST PASSPORT: INITIAL AND RENEWAL CHECKLIST

*Includes PAY.GOV info*

APPLICANT'S NAME: _____	DOB: _____	LAST FOUR SSN: _____	APPLICANT'S AGE: _____
LAST                      FIRST			
SPONSOR'S NAME: _____		UNIT/AGENCY: _____	SPONSOR'S GRADE: _____ (E-1 / O-5 / GS-9 / CTR)
LAST                      FIRST			
PHONE: _____		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.
- Applicant presence.**
- 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. Ds3053 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 for initial passport applications or applicants 15 years of age or younger.) **\*\*Applicants who possess a Consular Report of Birth Abroad (CRBA) must also submit an original birth certificate issued by the country of birth.\*\***
- All U.S. Passports regardless of the type of passport, i.e., No-Fee, Official, Tourist, and Passport Card.**
- 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.
- Passport Photo:** Must be 2x2, and less than 6 months of application date. Applicants must not wear white clothing, glasses, military uniforms, or clothing displaying logos. 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**
- Payment Update for Passport Rodeo (The applicant must print the electronic payment confirmation they receive via email after successfully paying the fee):**

<b>DS-82 -</b>	<b>DS-11 -</b>
*Adult Passport Renewal	*Applying for US passport for the first time or 1st application after age of 16
Use this link: <a href="https://www.pay.gov/public/form/start/1156527186/">https://www.pay.gov/public/form/start/1156527186/</a>	*The applicant is under the age of 16.
	*The previous passport is either issued more than 15 years ago, lost, stolen or damaged.
	Use this link: <a href="https://www.pay.gov/public/form/start/1274042472/">https://www.pay.gov/public/form/start/1274042472/</a>

### PASSPORT AGENT USE ONLY

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

**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)  
**Hours of Operation:**  
 Wed, Fri 0800-1200 & 1300-1530  
**Closed Tuesdays, Thursdays, and Federal Holidays**