

GOVERNMENT SERVICES (GS) CIVILIANS: INITIAL AND RENEWAL 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.**
 - 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 for initial passport applications or applicants 15 years of age or younger).
 - All U.S. Passports regardless of the type**, i.e., No-Fee, Official, Tourist, and Passport Card.
 - Proof of Social Security Number.** (SSN card, memory, or other official supporting document providing SSN.)
 - DOD ID card**
 - Changing Name:** Provide original or certified copy of marriage certificate, divorce decree, or other original certified court order.
 - Sponsor Travel orders** (original orders assigning to from the US to Germany required) Additionally, all extensions (OTEX). Must have 1 year or more left at duty station for official to be acquired.
- OR**
- Travel:** Memorandum in lieu of orders signed by O6 and approved by SIA prior to appointment. If you need the passport expedited due to travel provide expedited memo and 1610. Travel location must be according to the Foreign Clearance Guide (<http://www.fcg.pentagon.mil/fcg.cfm>).
 - Passport Photos:** 1 (2x2 inch) photo taken within 6 months. Pictures can be taken at:
 - **Select option that prints out 4 photos. Booths are incorrectly labeled for US passport requirements**
 - (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 www.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>	
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 st 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 nd 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 162
 DSN: 548-1605 / 1321 CIV 0611-143-548-1605 / 1321
usarmy.wiesbaden.id-europe.mbx.passport-office@army.mil

Schedule an Appointment: <https://usagwiseduler.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.