

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.

Payments for Tourist Passports must be made using PAY.GOV!

Ensure to pay the correct amount, refunds are not available.

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: 090059623 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 indicate your upcoming travel plans, if applicable. Click on **Next**.

7. **Emergency Contact:** Optional field but applicant is encouraged 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 provided. If applying for a tourist passport book, ensure you select 52 Page Book. You may not expedite an application outside the U.S. 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.