

PAY.GOV CHECKLIST

TOURIST PASSPORT: 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: _____			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. 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):

DS-82 -

*Adult Passport Renewal

Use this link: <https://www.pay.gov/public/form/start/1156527186/>

DS-11 -

*Applying for US passport for the first time or 1st application after age of 16

*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: <https://www.pay.gov/public/form/start/1274042472/>

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	
Diplomatic ☐ C ☐ O	☐ Tourist	
No-Fee ☐ C ☐ O	☐ PPT Card	
Official ☐ C ☐ O	☐ Special power of attorney	
PPT Card ☐ C ☐ O	☐ Name Change Document	
	Mail To	
	☐ NPC	
	☐ 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

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.