



OFFICIAL (NO-FEE) ADULT INITIAL/RENEWAL PASSPORT (16 yrs & OLDER)



NOTE: *Previous no-fee passport counts as a renewal*

CHECK LIST: Note: *All Original documents must be submitted with the passport application.

Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. (*Extracts, Abstracts, JAG or Notary seals are not accepted*).

1. ORIGINAL BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE OR MOST RECENT/CURRENT PASSPORT (APPLICABLE TO THOSE WHO HAD A PASSPORT ISSUED PRIOR TO 16 YRS OF AGE)
2. FEMALES ONLY: Marriage certificate; divorce decree (when applicable and/or if name is different from birth and/or if name is different from passport issued prior to 16 yrs of age)
3. PHOTOS: 2 (2X2inch), Identical & taken within 6 months. Pictures can be taken at **CONN Photo Lab (BLDG 73)**; accepts WALK-INS. Any question regarding photos should be directed to the CONN Photo Lab @ DSN" 353-8026. The photos are FREE if have your *Command Sponsored Orders or Memorandum from CMD authorizing you to obtain an Official Passport*.
4. If you choose to use a Passport Photo shop on the economy be sure to ask for AMERICAN size passport photos; (2in X 2in or 5cm X 5cm).
5. If you need to order the original certificate/decree for: Birth, Marriage, Divorce, or Death. You can order online at: www.vitalchek.com or www.vitalrec.com
6. **FILL OUT** the application online and **each applicant must** apply in person with printed application (NO EXCEPTIONS)

NOTE: AGE 16 yrs & 17 yrs need 1 parent present for signature

** WEBSITE: <http://travel.state.gov> (To fill out application ONLINE) **

7. Military Active Duty: Memo with CMD approval & countries to be visited
8. Military Family Members: Sponsors orders to Germany listing family members
9. Military Family Members (New Born): CMD Sponsorship
10. Civilians A) Orders to Germany or Transportation agreement B) SF-50 C) DD Form 1056
11. Civilian employees (Local Hire): A) letter from your organization stating need for Official Passport B) SF-50 /Orders or contract C) DD Form 1056
12. AAFES: Authorization PCS travel & memo requesting No fee Passport.
13. Form DS-11 (New/First Passport) and Form DS-82 (Renewal) will be created/submit; **ONLY PRINT APPLICATION PAGE** (Generally the last 2 pages)

MAILING ADDRESS FOR ALL PASSPORTS must be as follows:

USAG SW – PASSPORT
UNIT 25850, BOX 38
APO AE 09033

* And for the question "IN CARE OF" please put "SCHWEINFURT".

- Next question asked is this a permanent address, answer is **NO** and a new box will pop up where you can enter your mailing address.

HOURS OF OPERATION

Monday; Wed; Thursday; Friday: 08:00 -11:45 & 13:00-15:45

CLOSED ALL FEDERAL HOLIDAYS and EVERY TUESDAY

CLOSED in the morning on the 1ST Thursday of the month

FOR QUESTIONS OR APPOINTMENTS PLEASE CALL

DSN: 353-8829; Civilian: 09721-96-8829