LOST/STOLEN PASSPORT

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. **(Statement for lost or stolen Passport) Instructions on completing this form is available at www.travel.state.gov. Click on "Complete DS-64 on-line only" and "not" the blank or PDF form**

   FILL OUT the DS-11 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 or https://pptform.state.gov**

   (To fill out application ONLINE) **

   Form: DS-11 will be created/submit; ONLY PRINT APPLICATION PAGE (Generally the last 2 pages)

2. **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)**
3. **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)
4. **PHOTOS:** 1 (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.*
5. 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).
6. If you need to order the original certificate/decree for: Birth, Marriage, Divorce, or Death. You can order online at: **www.vitalchek.com or <u>www.vitalrec.com</u>**
7. **$135.00 Money order/cashier check for Adults; $105 money order/cashier check for Minors—16 years;** (Bank of Post Office) made out to "Department of State"

   Note: No other forms of payment will be accepted

<u>MAILING ADDRESS FOR ALL PASSPORTS must be as follows</u>:
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.

<u>HOURS OF OPERATION</u>

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