



CHILD 15 YRS AND UNDER INITIAL/RENEWAL OFFICIAL (NO-FEE) PASSPORT

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 and MOST RECENT/CURRENT PASSPORT (If applicable)**
2. **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*.
3. 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).
4. If you need to order the original certificate/decreed for: Birth, Marriage, Divorce, or Death. You can order online at: www.vitalchek.com or www.vitalrec.com
5. **FILL OUT** the application online and **each applicant must** apply in person with printed application (NO EXCEPTIONS)

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

6. **CHILD must be present.**
7. **BOTH PARENTS** on birth certificate must be present. (Special power of attorney or DS-3053 from deployed parent or if parent is residing out of the commuting area; such as the USA will be accepted).
8. **Military Family members:** Sponsors Orders to Germany w/ applicant name listed or Individual CMD Sponsor orders for applicant
9. **Civilians State Side Hire Only:** **A)** Orders to Germany/ Transportation agreement **B)** SF-50 **C)** Form 1056 completed by CPAC/HR from organization of employment
10. **Contractors:** Letter from your organization stating that you need an Official Passport for your mission.
11. **AAFES:** Authorization PCS travel orders & memo requesting NO-FEE Passport
12. Form: **DS-11** 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