



OFFICIAL RED INITIAL/RENEWAL PASSPORT (ACTIVE DUTY)

**NOTE: *Previous Official Passport counts as a renewal*
Use Tourist Passport if there is no previous Official 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. ORIGINAL BIRTH CERTIFICATE OR NATURALIZATION CERTIFICATE OR MOST RECENT/CURRENT PASSPORT (APPLICABLE TO THOSE WHO NEVER HAD A PASSPORT ISSUED OR ONE 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 *Orders*.
- 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. Memorandum from the unit with CMD approval listing countries to be visited**
- 7. FILL OUT the application online and each applicant must apply in person with printed application (NO EXCEPTIONS)**
**** WEBSITE: <http://travel.state.gov> or <https://pptform.state.gov>
(To fill out application ONLINE) ****
- 8. Forms: 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**