OFFICIAL RED INITIAL/RENEWAL PASSPORT (CIVILAN EMPLOYEES)

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. **Civilians:** a) Orders to Germany or Transportation agreement b) SF-50 c) DD Form 1056
   Civilian employees (Local Hire): a) letter from your organization stating need for Official Passport b) SF-50 /Orders or contract d) DD Form 1056
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. **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