



CHILD 15 YRS AND UNDER INITIAL/RENEWAL TOURIST 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/deed for: Birth, Marriage, Divorce, or Death. You can order online at: www.vitalchek.com or www.vitalrec.com
5. **\$105.00 Money order or cashier check** made out to "Department of State"
Note: No other forms of payment will be accepted
6. **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) ****
7. **CHILD must be present.**
8. **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).**
9. 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**