



USAG Schweinfurt FAQS

What is an “Original” document? This is a legal document with a raised or multi-colored seal from the office that maintains the records. The passport office can not accept/certify copies of legal documents; the office must send originals with the application. **The original(s) are returned with the new passport.**

What is a “no-fee” passport? This a “government-paid” passport issued for official government travel as prescribed by the DoD foreign clearance guide. “No-fee” passports may be diplomatic (black), official (red), or regular (blue) and are identified by a statement on the inside back cover of the passport.

A “no-fee” passport is not required for a military (active-duty) member to enter Germany as he/she enters on orders and ID card.

Can I use a no-fee passport for tourist travel? You are encouraged to obtain a tourist passport. Travelers may experience delays and encounter problems in some countries if they use it or misrepresent themselves (even unintentionally) while traveling.

How early can a passport be renewed? You may renew a passport up to 1 year prior to its expiration. Considering the processing time of our office, the Consulate and the State Department, **we encourage you to do renewals not later than 6 months prior to the expiration.** We do not send the passport with the application—we return it when we process your application!!!

How long does it take to get a passport? Processing times vary for peak and non-peak travel seasons. Please plan accordingly. **Applications submitted in:** Oct.-Dec. and May-Aug.: **12 weeks**
Other months: **10 weeks**

Why must we complete applications online? The State Department implemented the 2D Barcode initiative to improve customer service and efficiency in their operations. This initiative minimizes passport production errors due to incorrect data entries. Barcodes must appear on application completed and printed out by the customer. If a barcode does not appear, then the customer completed and printed out the wrong application. For No-Fee passport applications, the Passport Section will accept only applications showing a barcode.

Where can I get a passport application? All passport applications are accessible through www.travel.state.gov/. Another option is to type the form number (e.g. DS-11, DS-64, DS-82, etc.) if known into the search area of your internet search engine (e.g. Google, Yahoo, MSN, Mozilla Firefox, etc.).

How can I improve processing times? Improve processing times and minimize passport errors by completing your application **online** and printing it before coming to the passport section. - correctly printed forms will contain a “2d barcode” - use capital, block print letters only