

TOURIST
Initial Passports for Adults
{Passports for ages 16 and up}
APPOINTMENT REQUIRED

The following are to be brought to the Passport Office with the applicant:

1. **Completed DS Form 11** online at www.travel.state.gov.
 - a. Do the **“Complete Online and Print Form”** version of the application.
 - b. The application process is a Wizard type Program, answer the questions appropriately but ensure that the mailing address is our address. It will print out with a barcode in the upper left hand corner of the page.
 - c. **Mailing Address must be: USAG Bavaria MPD, Unit 28130 ATTN: Passports, APO AE 09114**
 - d. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - e. Create the form and then print the application and bring with you to the passport office, **do not sign!** We only need the application and not all of the instruction pages.
2. **Proof of U.S. citizenship** (provide **one** of the following) & previously issued passport (if applicable):
 - **original** U.S. birth certificate, or
 - **original** Consular Report of Birth Abroad, or
 - **original** U.S. Certificate of Naturalization, or
 - **original** U.S. Certificate of Citizenship.
3. **Military Identification Card**
4. **Proof of name change** (*if applicable*) – original documentation of any name changes from what is listed on citizenship document. This can include adoption decrees, court documents, etc.
5. **TOURIST PASSPORTS (Money Order Only) : \$135**
6. **(2) PASSPORT PHOTOS:** Must be in color, 2 x 2 inches in size, taken within the last 6 months to reflect current appearance, plain white background, not in uniform, no glasses allowed and full face view.

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

For appointments or questions please email us at usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil