United States Army Garrison Bavaria, Military Personnel Division, Passport Office
Main Post, Building 244, Room 120

OFFICIAL/NO-FEE
Secondary and Renewal Passport 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 82** 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. **All blocks must be filled including optional blocks.***
   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. **Previously issued passport**

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. **OFFICIAL and NO-FEE PASSPORT REQUIREMENT:**
   a. **Active Duty Military**:
      i. A memorandum from your commanding officer requesting that you be issued an official passport. This memorandum must state your name, rank, which countries you will be travelling to and estimated dates of departure. **The countries listed must require active duty military to have an official passport for it to be issued.**
      ii. ERB/ORB
   b. **Active Duty Military Dependents**: (No-Fee Passports are only for Command Sponsored Dependents)
      i. Sponsor's ERB/ORB
   c. **DOD Civilians and Dependents**:
      i. DD Form 1056 filled out by your personnel office (i.e. CPAC)
   d. **NAF/AAFES Employees/Contractors and Dependents:**
      i. DD Form 1056 filled out by your personnel office (i.e. DOCPER)

YOU MUST BRING ALL ORIGINAL DOCUMENTS!
For appointments or questions please email us at **usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil**