

**TOURIST**  
**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](http://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. **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. **TOURIST PASSPORTS (Money Order Only) : \$110**
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, full face view and not previously used in another passport.

**YOU MUST BRING ALL ORIGINAL DOCUMENTS!**

For appointments or questions please email us at [usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil](mailto:usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil)