

OFFICIAL/NO-FEE
Initial & Renewal Passports for Children
{Passports for children ages 15 and under}
APPOINTMENT REQUIRED

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

1. **BOTH PARENTS AND CHILD MUST BE PRESENT-** If one parent cannot be present we must have either a **notarized Statement of Consent (DS Form 3053)** or a **Special Power of Attorney** listing each child by name, giving consent for passport applications and a copy of the front and back of the Military ID card.
2. **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. **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.**
3. **Proof of U.S. citizenship** – (Provide one of the following)
 - **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.
4. **Military Identification Card**
5. **Previously issued passports for the child** (if applicable)
6. **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.
7. **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