

TOURIST
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 the passport application and a copy of the front and back of the absent parents' 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.
 - 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 (if parent's name(s) on the birth certificate does not match his/her current ID card, original name change documents must be present such as marriage certificate, divorce decree, etc.), or
 - **original** Consular Report of Birth Abroad, or
 - **original** U.S. Certificate of Naturalization, or
 - **original** U.S. Certificate of Citizenship.
4. **Parents 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. **TOURIST PASSPORTS (Money Order Only) : \$105**
8. **(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, 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