



# PASSPORT CHECKLIST



## APPLYING FOR A NO-FEE DEPENDENT PASSPORT

- Go to website:** <https://pptform.state.gov> and complete questionnaire. Application **MUST** be typed using online version with 2d barcode **ONLY!!** You cannot print and write on the application—it will be rejected (no exceptions)!
- Your mailing address will be the address below:
  - 1<sup>st</sup> Street /RFD # Block: **MITCHELL AVE, BLDG 2106 RM 110**
  - 2<sup>nd</sup> Street/RFD # Block: **C/O 786 FSS/FSPS**
  - City: **RAMSTEIN**
  - Country: **GERMANY**
  - Zip Code: **66877**
  - In Care of: **RAMSTEIN**
- When asked if this is your permanent address you MUST check the box “NO”**
- Permanent address **MUST** be physical German Address (No PSC/CMR box)
- Point of Contact number must be your local #, cell phone, or DSN #
- E-mail address is your sponsor’s government e-mail address (this means no personal e-mail address)
- Emergency Contact **MUST** be someone not traveling with you and be a physical address
- When you get to the **“YOUR RECENT PASSPORT INFORMATION”** section, answer the questions as follow:
  - Do you have a Passport Book? **YES** (if you have a no-fee or tourist passport) or **NO**
  - Is it in your Possession, Lost, Stolen, or Mutilated? Select appropriate option.
  - Fill in Passport Information (enter info of most recent no-fee or tourist passport)
- Include your parents’ information if required--please use mother’s **MAIDEN** name not her **MARRIED** name
- Other names used: **DO NOT** put “NO” or “N/A” (unless you have a legal name change and can provide a source document, you will leave this field blank)
- Your travel plans should read:
  - Date of Your Trip: Leave Blank
  - Date of Your Return: Will be the last day of your DEROS month/year: for example 09/30/2026
  - Countries to be Visited: type “GERMANY” only
- Please select **PASSPORT BOOK**, then **NEXT** (you will not be required to submit any payment) and **CREATE FORM** to populate the applicable DS-11 or DS-82 form and print out pages 5&6 only. **NOTE:** Pages must be single-sided and on letter-size format paper.
- Bring your current no-fee and tourist passport (if applicable) and your ID Card
- Bring any **ORIGINAL** Birth Certificates, Divorce Decrees, Court Orders, Marriage Certificates (if applicable). If you do not have the original documents, please visit [www.vitalchek.com](http://www.vitalchek.com) to order them.
- Photos will be taken at our office at time of application submittal
- PCS Orders that brought the sponsor to Germany, MPF/CC-signed Command Sponsorship Letter (if dependents are not listed on original orders) and document that shows your sponsor’s DEROS (have sponsor print an AMS SURF).
- CHILDREN UNDER THE AGE OF 16:**
- Bring child’s Original Birth Certificate
- Bring child’s Passport(s)
- Both Biological Parents and the child must be present to apply for the passport!
- ALL APPLICANTS MUST BE PHYSICALLY PRESENT, NO EXCEPTIONS! PLEASE DO NOT SIGN YOUR FORM!!! (You must sign it in the presence of a Military Passport Agent)**

**1 Apr 24 - 786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, go to:** <https://waitwhile.com/accounts/ramsteinmpf/r?qr=true>. If you have any questions, please send an email to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil). Please allow 3-5 business days for a reply.