

Adult Tourist Passport Renewal (DS-82 only) Drop-Off Checklist

Completion is mandatory and this checklist must be placed inside your sealed envelope along with your application and all required documents.

There can only be one applicant per package

Print Legibly

Applicant Name:	Rank:	Unit:
Sponsor or Supervisor Name:	Rank:	Unit:
Primary E-Mail Address (government e-mail if applicable):		
Secondary E-Mail Address (personal e-mail):		
Phone Number:		

You **MUST** check off that you have completed and/or provided all applicable items below:

<p>Passport Application: Go to https://pptform.state.gov/</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be completed on-line, not hand written <input type="checkbox"/> Must be printed one-sided on letter-size paper <input type="checkbox"/> A bar code must be on the top left side of the application <input type="checkbox"/> Full Name, Date of Birth and Place of Birth is correct and matches previous passport unless applying for a name change or correction <input type="checkbox"/> Social Security Number is correct <input type="checkbox"/> Use Ramstein Passport Office’s mailing address (see “Renewing an Adult Passport” checklist) <input type="checkbox"/> Passport Number and Issue Date is Correct <input type="checkbox"/> Passport Card Number and Issue Date is Correct if applicable <input type="checkbox"/> Application is Signed and Dated on the date of Drop-off 	<p>Required Documents:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">All Applicants:</th> <th style="width: 50%;">For Name Change or Passport Correction Only</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Original and Copy of Expiring Passport Book</td> <td><input type="checkbox"/> If applicable, Original and Copy of Marriage Certificate or Divorce Decree</td> </tr> <tr> <td><input type="checkbox"/> Copy of Front and Back of Military ID</td> <td><input type="checkbox"/> If applicable, Original and Copy of Birth Certificate</td> </tr> <tr> <td><input type="checkbox"/> If applicable, Original and Copy of Passport Card</td> <td><input type="checkbox"/> If applicable, Original and Copy of Naturalization Certificate</td> </tr> </tbody> </table>	All Applicants:	For Name Change or Passport Correction Only	<input type="checkbox"/> Original and Copy of Expiring Passport Book	<input type="checkbox"/> If applicable, Original and Copy of Marriage Certificate or Divorce Decree	<input type="checkbox"/> Copy of Front and Back of Military ID	<input type="checkbox"/> If applicable, Original and Copy of Birth Certificate	<input type="checkbox"/> If applicable, Original and Copy of Passport Card	<input type="checkbox"/> If applicable, Original and Copy of Naturalization Certificate								
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Payment:

- Must be a Money Order or Cashier's Check we **cannot accept** Personal Checks or Cash
- Amount:
 - \$130 For Passport Book Only
 - \$160 For Passport Book and Card
- Made out to the U.S. Department of State
- Must be signed if a signature block is present on the front of the Money Order or Cashier's Check
- Do not endorse the back of the Money Order or Cashier's Check
- Member must provide the following information on the Money Order or Cashier's Check:

Full Name	EX: John M. Doe
Date of Birth	15 Jan 1998
Full PSC Address to include APO, AE and Zip Code	PSC 1 Box 123 APO AE 09009

Please read and initial all of the below statements:

_____ I hereby certify that I have completed all requirements and submitted all of the items above

_____ I understand that the Passport Office has 3 duty days to notify me if there is a discrepancy with my application

_____ I understand that if I am notified of a discrepancy I must pick up the package within 2 duty days of notification, make whatever corrections are needed, and resubmit my package.

_____ I understand that I am surrendering all original documentation to the Passport Office and that it will not be returned until the Department of State has completed processing the application.

_____ I understand that I am able to check the status of my passport via <https://passportstatus.state.gov> upon receipt in the US and I will not contact the Passport Office for an update. Please consider that additional shipping time is needed to mail the passport to the Passport Office. You will be notified by e-mail once your passport has been received at our office.

Applicant's Signature

Date of Drop-Off

*****FOR ADULTS WHO ARE RENEWING AN EXPIRING OR EXPIRED 10-YEAR TOURIST PASSPORT**



PASSPORT RENEWAL DROP BOX INSTRUCTIONS



- For DS-82 applications only! If your expiring or expired tourist passport is not in your possession (lost or stolen) or if this is your first adult tourist passport, please do not use this process. You must schedule an appointment for an in-person visit and use a DS-11 to apply!
- Go to website: <https://optform.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 as shown below:
 - 1st Street /RFD # Block: **786 FSS/FSPS PASSPORTS**
 - 2nd Street/RFD # Block: **UNIT3220**
 - City: **APO**
 - State: **AE (EUROPE)**
 - Country: **USA**
 - Zip Code: **09094**
 - In Care Of: **RAMSTEIN**
- When asked if this is your permanent address, you MUST check the box “NO”
- Permanent address must be your physical address (not the PSC/CMR box)
- Point of Contact number must be your local #, cell phone # or sponsor’s DSN
- E-mail address is your government e-mail address OR your sponsor’s government e-mail address (for dependents)
- Emergency Contact must be someone not traveling with you (Please list physical address, no PSC/CMR box)
- Include your passport information (this info must mirror your expiring passport). Make sure you use your current tourist passport information, if you do not have a tourist, use the No-Fee passport info.
- Include travel plans if applicable (passports are issued by priority of travel date)
- In order to print the form with the 2D bar code, you will need to: Select **PASSPORT BOOK** and below that you must select **52 PAGE BOOK** to be able to select the **NEXT** button, then **CREATE FORM** to populate the DS-82 and print out pages **5&6** only. **NOTE:** Pages must be single-sided and on letter-size format paper.
- Submit your current expiring or expired passport and a copy
- Copy of CAC or dependent ID card – front and back on one page
- For Name Change or other Correction: Original Divorce Decree, Court Document, Marriage Certificate if applicable (documents need to be **ORIGINAL**; if you do not have them, please visit www.vitalchek.com to order).
- Money Order or Cashier Check for **\$130** per application for passport book or **\$160** for passport book and card (**Made out to: Department of State**)
- 2 biometric passport photos - photos cannot be older than 6 months or previously used in another passport (can be obtained at MOMS on base). **NOTE:** No Eye Glasses and White/Military T-Shirts Permitted in Passport Photos
- Sign and Date Passport Application on the date of the drop-off
- Complete the drop-off checklist and place checklist, application and all required documents inside an envelope. Seal it and drop it into the Drop-off Box outside of the Ramstein Passport Office Waiting Room.
- Drop-off times are Monday through Friday (except U.S. holidays and family days), from 0730 to 1700 hours only!
- You will receive an e-mail acknowledging receipt of your documents or a request for corrections or additional documents within 3 duty days.