



Retiree Services –Kaiserslautern Military Community

Retiree Activities Office, Ramstein AB

Passport Procedures-Military Retirees

For Initial Replacement or Renewal Passports

Option # 1: Fill out the application on-line. (it cannot be handwritten). Obtain correct size photographs, required money order, old passports, and make an appointment at either Kleber or Baumholder

See Attached Flyer from the Garrison (4 pages) which provides full explanation on how to proceed.

All military retirees and their spouses are seen either at Kleber or Baumholder.
They are there to serve you and they do so with a **smile 😊** .

Option # 2

Visit the Citizen Services at the Embassy website. Just go to:

<https://de.usembassy.gov/embassy-consulates/frankfurt/u-s-citizen-services/>

You can fill out application on-line (Form DS-82) at: <https://pptform.state.gov/> using the application wizard on line and then use the mail in program to the American Consulate in Frankfurt but you have to follow all instructions.

At the time of your passport application, either in person or by mail, you must have a **pre-paid courier envelope** in your possession. You must include a prepaid traceable envelope, such as DHL Express Easy, FedEx, DPD, etc. When submitting your application package.

Note:

The U.S. Consulate in Frankfurt will not accept "Einschreiben". You will need to purchase the waybill online, print it , affix it to a sturdy envelope and submit it too along with all documents. Go to: <https://www.dhl.de/de/privatkunden/pakete-versenden/online-frankieren.html?type=ShipmentEditorProductSelection> (de / Click on Expressversand)

While any pre-paid, pre-addressed courier envelope is acceptable, we strongly encourage applicants to use **Deutsche Post's Express Brief (DHL)**.

For security reasons they no longer accept Einschreiben or ordinary postage.

1 Attachment 4-pages (pdf) from Garrison, Passport Application Process

Our Location: Ramstein Air Base, Building 2120, Room 124. Across from the Bowling Alley and in the same building as the Airman Family Readiness Center. Handicapped Parking is available (one spot in front of Building and several across the street).

Open Hours: Tues, Weds and Thurs from 10:00 – 12:00 and 13:00 to 15:00

Contact Us: Via telephone at DSN 480-5486 or Civilian 06371-47-5486 (Leave a message if no one is in) or write an e-mail to: 86aw.rao@us.af.mil

OPR: 86 AW/RAO, James A. Barrante, CMSgt (R), Consultant, 20 August 2020-



PASSPORT **APPLICATION PROCESS**

Please fill out the application online, **it cannot be handwritten.**

In order to complete the 2D Barcode Passport Application, visit the Department of State website:

<https://pptform.state.gov/>

- Please use the Baumholder or Kleber Passport Office mailing address which ever may apply.

**USAG Rheinland-Pfalz
Baumholder Passport Office
Unit 23746
APO AE 09034**

**USAG Rheinland-Pfalz
Kleber Passport
Office Unit 23175
APO AE 09227**

- If you have a valid passport of any kind please add when requested by passport application wizard.
- Follow the step by step instructions and **DO NOT** forget to print the Passport Application, pages 5 and 6 ONLY
- Passport photos must be taken without glasses, in normal street attire (no camoflaugue or military related items) and must be taken within 6 months.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

CUSTOMER SERVICE INFORMATION

BAUMHOLDER MPD PASSPORT OFFICE
Smith Barracks Bldg. 8660 Bayonet Drive
55774 Baumholder

Serving Customers by Appointments Only

To request an appointment or for questions please send us an email to:

usarmy.baumholder.id-europe.mbx.passport-and-id-office@mail.mil

Closed on Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for SOFA, Ration Cards and Passport Pick Up. All other services are by appointment only to include the pick up of Consular Report of Birth Abroad and Passport for newborns

Customer Service Hours for Walk-Ins 0830-1130 and 1300-1600

KLEBER PASSPORT OFFICE

Kleber Kaserne, Building 3245, Mannheimer Strasse 67657
Kaiserslautern

Serving Customers by Appointments Only

To request an appointment or for questions please send an email to:

usarmy.rheinland-pfalz.id-europe.mbx.usag-r-p-passport@mail.mil

Closed on Fridays and U.S. Federal Holidays

Note: Walk-in services are provided for Ration Cards, Consular Report of Birth and Passport for newborns and Passport Pick Up. All other services are by appointment only.

Customer Service Hours for Walk-Ins are between 1300-1530

PASSPORT APPLICATION PROCESS

FIRST TIME APPLICANT & 16 YRS +

- Original** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy.**
- Original** marriage certificate or any documentation reflecting a name change **plus 1 photocopy.**
- One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court.**
- Military I.D. **plus 1 photo copy of both sides.**
- Money Order made out to: U.S. Department of State in the amount of **\$145.00** for adults.

OFFICIAL PASSPORTS

All documents listed above and below except for the money order

- Military Dependents:** Command Sponsorship Memorandum/ Orders.
- Civilians employees and dependents:** DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

PASSPORT RENEWAL

- Original** passports (Both passports if you have 2) **plus photocopy of each.**
- If required **Original** Marriage Certificate or any documentation reflecting a name change **plus photocopy.**
- One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at Kleber Food Court.**
- Military I.D. **plus 1 photo copy of both sides.**
- Money Order made out to: U.S. Department of State in the amount of **\$110.00.**

OFFICIAL PASSPORTS

All documents listed above and below except for the money order

- Military Dependents:** Command Sponsorship Memorandum/ Orders.
- Civilians employees and dependents:** DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

PASSPORT APPLICATION PROCESS

CHILDREN 15 AND UNDER

- Both Parents and **CHILD** must be present if on birth certificate or a **DS-3053** from missing parent.
- Original Passport (Both if you have 2) Plus photo copy of each
- The child's **Original** birth certificate or Consular Report of Birth **plus photocopy.**
- One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber, MOMS at Ramstein Photo Booth at the Baumholder Exchange, KMCC and Photo Booth at the Kleber Food Court.**
- Parents' Military ID **plus 1 photocopy front and back.**
- Money Order made out to: U.S. Department of State in the amount of **\$115.00.**

OFFICIAL PASSPORT All documents listed above except for the money order

- Military Dependents:** Command Sponsorship Memorandum/ Orders.
- Civilians employees and dependents:** DD1614 (Travel Orders) and DD1617 (Transportation Agreement) or OTEX when extension occurs if it applies.

LOST OR STOLEN PASSPORT

- Original** birth certificate, Consular Report of Birth or Naturalization Certificate **plus 1 photocopy.**
- Original** marriage certificate or any documentation reflecting a name change **plus 1 photocopy.**
- One passport sized photos. (2"x2" or 5cm x 5cm) **VIOS Photo LAB in Baumholder and Kleber MOMS at Ramstein, Photo Booth at the Baumholder Exchange, KMCC and the Kleber Food Court.**
- Military I.D. **plus 1 photo copy of both sides.**
- Money Order made out to: U.S. Department of State in the amount of **\$145.00** for adults and **\$115.00** for children.