

Many of the Embassies and Consulates have restricted or closed services and The State Department has limited personnel and is scaling back on services. **Per The State Department, the processing of Routine (Official) Passports and Visa applications is suspended and will be assessed on a continued basis.**

Note: Applications that were signed and processed by the Ramstein Passport Office on or prior to 26 Mar 2020 are not affected by this update.

Ramstein COVID 19 Passport Office Guidance as directed by The State Department:

- 1. Official Passports:** Emergencies only with an O-7 Expedite Memo and vetted through Directorate of Executive Travel (DET). Travel outside of 45 days will not be reviewed. An emergency is considered an urgent, mission critical request and is not a normal TDY/PCS movement.

Required: Approval from DET. The passport office will need the following to make the request to DET:

Subject line "Urgent Mission Critical"

Name of Applicant

Applicant's DOB

Travel Dates

Reason for travel

Flight itinerary/orders/ anything that supports the departure request (Memo in Lieu of Orders (MILO) will not be accepted)

Expedite Memo signed by an O-7/SES (see sample attached)

- 2. Status of Forces Agreement (SOFAs):** Extend all members affected by the COVID-19 Stop Movement and any SOFA cards that have expired or will be expiring within 30 days

Required: Email our org box with the following for U.S. Passport Holders:

For Active Duty member dependents

Copy of passport data page

DEERs Form 1172 showing all depends are in the DEERS system

AMS Surf with DEROS date

For Civilians and Contractors:

Copy of passport data page

DEERs Form 1172 showing all depends are in the DEERS system

Signed AE Form 600-77A

*All dependents with non-U.S passports please email the org box for requirements

3. **Tourist Passport:** Life or Death emergency only. This request is vetted through the Frankfurt Consulate

Required: Email our org box with the following:

State your emergency and include as many details as possible surrounding the situation
Phone number

*We will forward the request to the Frankfurt Consulate for approval. Once we receive approval we will contact the member for an appointment. Once approved the required documents will be the same as normal procedures (see attached)

4. **Visa Applications:** for any questions regarding Visa Applications, please call or email our office.
5. **Birth Registrations** are not being accepted by the Frankfurt Consulate and will not be processed in the passport office due to The State Department guidelines not allowing our office to hold adjudicated applications. Final approving authority is the Frankfurt Consulate.
6. **Local guidance:** Pick-up of tourist passports and birth registrations are not available unless it is an emergency or the member has an approved ETP to travel.

Passport Office Contact info: DSN 480-0158, email: 786fss.passports@us.af.mil.