



# PASSPORT CHECKLIST



## APPLYING FOR A RED OFFICIAL 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 786FSS/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 (DSN # preferred)
- E-mail address is your or 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
- Other names used: **DO NOT** put “NO” or “N/A” (unless you have a legal name change and can provide a source document, leave this field blank)
- When you get to the “**YOUR RECENT PASSPORT INFORMATION**” section, answer the questions as follows:
  - Do you have a Passport Book? **YES** (if you have an official or tourist passport) or **NO**
  - Is it in your Possession, Lost, Stolen, or Mutilated? Select appropriate option.
  - Fill in Passport Information (enter info of expiring official passport; only use tourist passport info if you have no official passport)
- You must include your parents’ information--please use mother’s **MAIDEN** name, not her **MARRIED** name
- Travel plans for **CIVILIANS HIRED STATESIDE** should read:
  - Date of Your Trip: **First day** of your DEROS month
  - Date of Your Return: **Last day** of your DEROS month
  - Countries to be Visited: type “GERMANY” only
- Travel plans must be blank for **ACTIVE DUTY MILITARY/CIVILIAN LOCAL HIRES**
- 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 Passport (if applicable) and CAC. Photos will be taken at our office at time of application submittal.
- Bring any **ORIGINAL** Birth Certificate, Divorce Decrees, Court Documents, Marriage Certificates (if applicable)
- FOR ACTIVE DUTY MILITARY**  
**Bring a copy of your PCS/TDY/CED orders or the DET-approved “Memo in Lieu of Orders”. The memo must be signed by an O-6. A template can be requested from our office of your UDM.**
- CIVILIANS LOCALLY HIRED**
- Bring a copy of your TDY orders or the DET-approved “Memo in Lieu of Orders”. The memo must be signed by an O-6. A template can be requested from our office. Please also include a copy of your SF 50.**
- CIVILIANS HIRED STATESIDE**
- Bring your DD Form 1614 (Orders)
- Bring your DD Form 1617 (Transportation Agreement)
- If you received an extension of your tour, please bring the extension approval
- 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)**

786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, please send an email to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil).