



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:
 - 1st Street /RFD # Block: **MITCHELL AVE, BLDG 2106 RM 110**
 - 2nd 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 expiring no-fee passport; only use tourist passport info if you have no no-fee 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 09/30/2019
 - 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 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 to order them.
- Photos will be taken at our office at time of application submittal
- PCS Orders that brought you to Germany, Command Sponsorship Letter (if dependents are not listed on original orders) and RIP that shows your sponsor’s DEROS (Sponsors can obtain the DEROS via VMPF or AMS SURF).
- CHILDREN UNDER THE AGE OF 16**
- Bring child’s Original Birth Certificate
- Bring child’s Passport
- 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)**

786 FSS/FSPS, Bldg 2106, Room 110. For Appointments, please go to: <https://booknow.appointment-plus.com/y7jgzct0/appointments>.