

TOURIST PASSPORT CHECKLIST (DS-82)

- Adults who are renewing or obtaining a 10-year tourist passport and have a current or expired tourist or special issuance passport (SIP) in their possession that was issued after the age of 16 and did not expire more than 5 years ago



Application Preparation

Complete Online Application: Go to <https://pptform.state.gov> and complete the questionnaire. **Application MUST be typed using the online version with a 2D barcode. Handwritten or fillable PDF applications will be rejected.**

Name: Please ensure your last, first and middle name matches your previous passport. If your name doesn't match, please submit a name change document (e.g. marriage certificate, divorce decree, court order of name change etc.).

Your **MAILING address** will be as shown below:

1st Street/RFD # Block:	786 FSS/FSPS PASSPORTS	Country:	USA
2nd Street/RFD # Block:	OPC 2 Box 65	Zip Code:	09094-9001
City:	APO	In Care Of:	RAMSTEIN
State:	AE (EUROPE)		

Permanent Address: When asked if the mailing address is your permanent address, select "NO" and provide your physical German address. Please do not use diacritical marks (e.g. ä, ö, ü). Do not use an APO address (PSC/CMR box).

E-mail Address: Use your government e-mail address OR your sponsor's government e-mail address (for dependents).

Point of Contact (POC) Number: Provide your or your sponsor's DSN phone # (preferred) or local/cell phone #.

Travel Plans: Include travel plans (passports are issued by priority of travel date).

Emergency Contact: Provide contact information for someone NOT traveling with you, including their physical address. Do not use an APO address (PSC/CMR box).

Previous Passport Information: Use your expiring or expired tourist passport information. **Exceptions:** Use your SIP information if 1) you never had a tourist passport, 2) your tourist passport was issued over 15 years ago, or 3) applying for the first adult tourist passport and the SIP was issued after the age of 16.

Other Names: List all previous legal names held by the applicant (maiden name, previous marriage name). DO NOT use "NO", "N/A", or nicknames. Leave blank if not applicable.

Passport Book & Page Selections: Select "PASSPORT BOOK" → "ROUTINE SERVICE" → "STANDARD DELIVERY" → "NEXT". This will send you to another page where you must check the acknowledgment under the yellow box with Printing Instructions under Step 3. Then select "PRINT FORM". Print only pages 5 & 6 on letter-sized single-page paper (2 pages). Bring the printed pages to your appointment to apply in person.

Required Documents for Application Acceptance

Applicant's Passport(s): Bring any current passport(s). This includes your current tourist passport and any SIP. Only bring expired passports if relevant (if you don't have a current passport).

Divorce Decrees/Court Orders/Marriage Certificates (if applicable): Bring **ORIGINAL** documents. If you do not have the original, please visit www.vitalchek.com to order a replacement. If unsure, bring all related documents you have.

CAC/Dependent USID Card: Must be unexpired and not expire within 30 days of the date of application.

Money Order or Cashier's Check: Provide separate payment for each DS-82 application. Must be made out to "Department of State".

- \$130 for applicants renewing an adult passport only
- \$160 for applicants renewing an adult passport and passport card
- If applying for the first adult tourist passport and you were previously issued a SIP after the age of 16 which is still current or did not expire more than 5 years ago, please use a DS-82 application and the fee will be as shown above.

NOTE: Expedite services are not available in the overseas area. If you have an emergency, please contact us immediately or visit our office. Do NOT visit the US Consulate in Frankfurt without prior coordination with us.

Two (2) Biometric Passport Photos (2x2" / 51x51 mm): Photos cannot be older than 6 months or previously used in another passport. No eyeglasses or white/military T-Shirts allowed. Can be obtained at the Arts & Crafts Center on base (Bldg 2113) or the photo booth located in the KMCC Mall. **NOTE:** If you are opting to utilize the photo booth located in the KMCC Mall, DO NOT select "PASSPORT" as the photo size as it is not the correct size for US passports. Please select the "VISA" option instead and verify that the photo size is in fact 2x2" before finalizing payment.

See <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html> for more information.

Physical Presence Requirement, Appointment and Pick-up Info

Physical Presence:

- All applicants must be physically present—NO EXCEPTIONS.
- Children age 16 and 17 if eligible to submit a DS-82: One parent must be present to apply.
- DO NOT SIGN THE FORM: Applicants must sign the form in the presence of a military passport agent.

Location: The Ramstein Military Passport Facility is located in Bldg 2106, Room 110.

Tourist Passport Application Hours: Tuesdays & Thursdays: 0800 to 1100 hours and 1300 to 1500 hours

Appointment Bookings: <https://waitwhile.com/accounts/ramsteinmpf/r?qr=true>

Pick-up Info: Every applicant must pick up their own passport and sign for it. Ask for exemptions if you are unable to pick up your own passport.

Questions: Please send an e-mail to 786fss.passports@us.af.mil (allow 3-5 business days for a reply).

Please visit our office in case of an emergency or write EMERGENCY in the e-mail subject line.