

# Kaiserslautern Military Community Retiree Activities Office

## Fact Sheet: Passport Renewals--- Military Retirees

**Option # 1:** Visit the Citizen Services at the Embassy website. Just go to:

[http://germany.usembassy.gov/acs/passportrenewalbymail\\_adult/](http://germany.usembassy.gov/acs/passportrenewalbymail_adult/)

You can fill out application on-line (Form DS-82) and use the mail in program to the American Consulate in Frankfurt but you have to follow their simple mailing 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. 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.

Please note that ordinary mail cannot be tracked, and is not secure.

**Option # 2:** Complete the DS Form 82, obtain correct size photographs, required money order, old passports, and visit the Army's Kleber Kaserne Office, Building 3245, **See Attached Flyer from IMCOM "Adult Tourist" sheet outlining information stated here.**

The US Army Rheinland-Pfalz Kleber Office Contact Information

Telephone Number: 0631-411-8892 /7659 (DSN 483-8892/7659).

Operating Hours are: 1300- 1530 Monday – Thursday.

They are there to serve you and they do so with a **smile 😊** .

**Option # 3:** If all of these fail or you do not have a computer at home, please call the Retiree Activities Office (RAO) to make an appointment at Building 2120, Room 108, with one of our volunteers who can assist you by completing the application for you on-line, print it off for you so you can mail it to the Consulate.

**Contacts:** 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](mailto:86aw.rao@us.af.mil)

**1 Attachment** ADULT TOURIST Flyer from IMCOM

OPR: 86 AW/RAO, James A. Barrante, CMSgt (R ), Senior Consultant, 15 May 2015