

1300 – 1530 Monday – Thursday

Web site: <http://www.kaiserslautern.army.mil/Directorates/DHR/passports.html>

Email: dusagkaiserslauternpassport@eur.army.mil or CIV: 06314118892/DSN: 483-8892

TOURIST PASSPORT CHILD UNDER 16

1. MOTHER & FATHER, AND CHILD MUST BE PRESENT
2. Passport Application <https://pptform2.state.gov/>
Check box, click submit, Click Apply Online this will say **ABOUT YOU** which is the applicant, (YOUR CHILD) & Use and our Mailing Address:

USAG KAISERSLAUTERN ATTNPASSPORT OFFICE

UNIT 23152 APO AE 09227

IN CARE OF KAISERSLAUTERN

At the end it will have a review, and then a \$ amount for **Passport Book** click submit. This will take you to a screen 1-4 at the bottom it will say **Create Form**. Check the box and click **Create Form** this will open a 6 page PDF file, Print pages 5-6 and bring to Appointment.

WHEN DONE YOU WILL HAVE A 2D BARCODE IN UPPER LEFT of Page 5

3. ORIGINAL BIRTH CERTIFICATE CRBA
4. CURRENT PASSPORT
5. Mothers & Father ID CARDS OF PARENTS
6. TWO IDENTICAL PASSPORT PICTURES 2X2 INCH
7. **MONEY ORDER FOR \$105.00** (Community Bank, Service CU or Post Office)