

0800 – 1100 By Appointment Only

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

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

ROB NEW BABY

1. Mother, Father & 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 Baby**. Use all 000-00-0000 for SSN, Please make sure you put the mother's (maiden name) 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. MOTHER AND Fathers ID CARDS
4. Parents Proof of Citizenship, Passport Birth Cert , Nat Cert (Original)
5. Marriage Cert (Original with Raised or Color Seal)
6. Divorce Decree (Original with Raised or Color Seal)
7. 40-400B if born on Base/ Gebertenregistar if born off base
8. Affidavits of parentage and physical presence (sealed by a notary)
9. TWO IDENTICAL PASSPORT PICTURES 2X2 INCH (with a white back ground)
10. \$Money order for Passport *MONEY ORDER FOR \$205* for tourist passport the fees are \$100.00 for the Birth Certificate & 105.00 for the Initial Passport After age 16 this passport will be good for 10 Years
11. DS2029 <http://www.state.gov/documents/organization/156216.pdf>