



**IMCOM**  
SOLDIERS • FAMILIES • CIVILIANS

USAG Heidelberg Passport Office  
Building 3850 Room 232



**Hours of Operation**  
**Monday - Wed & Fri**  
**1300-1600**

Walk-ins for all services  
except birth registrations (**due to time constraints last sign-in is 1545**)

## **CHILD CITIZENSHIP ACT 2000**

### **What Are the Requirements of the Child Citizenship Act of 2000?**

The child must meet the following requirements:

- Have at least one American citizen parent by birth or naturalization;
- Be under 18 years of age;
- Live in the legal and physical custody of the American citizen parent; **and**
- Be admitted as an immigrant for lawful permanent residence.

In addition, if the child is adopted, the adoption must be full and final.

\_\_\_\_\_ **DS-11 (Passport Application)** Instructions on completing this form is available at [www.travel.state.gov](http://www.travel.state.gov). Click on **“Complete DS-11 Online”** and **“not”** the blank or PDF form.

ADDRESS **Commander, USAG-HD (Passports) Unit #29237, APO AE 09102**

\_\_\_\_\_ **Both Parents must be present.**

\_\_\_\_\_ **Childs Birth Certificate – Original or Court Certified Copy. Birth Certificate is not in English it must be translated with Notarized Seal.**

\_\_\_\_\_ **Adoption Decree (Original) – If applicable**

\_\_\_\_\_ **Childs Foreign Passport**

\_\_\_\_\_ **Proof of permanent US residency (Immigrant Visa, Permanent Resident Card)**

\_\_\_\_\_ **Parent’s proof of U.S. citizenship (Birth Certificate, Naturalization Certificate)**

\_\_\_\_\_ **Passports and ID card of parents.**

\_\_\_\_\_ **ID Card of Child if over the age of 10**

\_\_\_\_\_ **Fee (Money Order only) Please refer to Passport Fees PDF.**

\_\_\_\_\_ **Passport photos – Two 2X2 inch or 5X5 cm colored photographs. Photos can be taken at the Power Zone or at PHV Shopping Annex.**

**In-complete applications cannot be accepted by the Passport Office.**

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**\*\* Please note that all original documents submitted with application will be returned with the completed packet.\*\***

For appointments or questions please contact DSN 370-3921 or 06221-57-3921 or send us an e-mail at [Usaghd.passports@eur.army.mil](mailto:Usaghd.passports@eur.army.mil)