



IMCOM
SOLDIERS • FAMILIES • CIVILIANS
USAG Heidelberg Passport Office
Building 3850 Room 232



Hours of Operation
Monday - Wed & Fri
1300-1545

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

LOST/STOLEN PASSPORT

_____ **DS-64 (Statement for lost or stolen Passport)** Instructions on completing this form is available at www.travel.state.gov. Click on **“Complete DS-64 on-line only”** and **“not”** the blank or PDF form.

Important – under Contact Information - Where should the passport be mailed? It is a requirement to enter the following address: **Commander, USAG-HD (Passports) Unit #29237, APO AE 09102**

_____ **MP Report**

_____ **DS-11 (Application for Passport)** Instructions on completing this for is available at www.travel.state.gov. Click on **“Complete DS-11 on-line only”** and **“not”** the blank or PDF Form.

_____ **US Birth Certificate, Consular Report of Birth or Naturalization Certificate. (Original or Court Certified Copy only)**

_____ **Marriage Certificate, Divorce Decree if name is different than the Birth Certificate (Original or Court Certified Copy only)**

_____ **ID Card**

_____ **Passport Photos** – (Two) 2X2 inch or 5X5 cm colored photographs. Photos can be taken at the Power Zone or PHV Shop Annex.

_____ **Money Order (Please refer to Passport Fees PDF)**

NOTE: All original Documents will be sent with the Application and will be returned with the Passport.

In-complete applications will not be accepted.

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Questions please call DSN 370-3921 or 06221-57-3921 or send us an e-mail at Usaghd.passports@eur.army.mil