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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**)

NAME CHANGE, DATA CORRECTION AND LIMITED PASSPORT

_____ **DS-5504 (Passport Application)** Instructions on completing this form is available at www.travel.state.gov. Click on **“Complete DS-5504 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**

_____ **Passport that needs change.**

_____ **Fee - No charge if the Passport is less than a year old.**

_____ **Military ID Cards**

_____ **If application for correction of name or date birth, provide the original document**

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

In-complete applications will not be accepted at the Passport Office.

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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