



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**)

No-Fee Passport Children Under 16 y/o Initial Issue/Renewal

_____ **DS-11 (Passport Application)** Instructions on completing this form is available at www.travel.state.gov. Click on **“Complete DS-11 Online”** 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**

_____ Old Passport (renewals only)

_____ Original US Birth Certificate

_____ **BOTH PARENTS AND CHILD MUST BE PRESENT** (If one parent cannot be present. Due to deployment (orders required) or TDY a consent form is required ([DS-3053](#)) is required for minors under age 16

_____ PCS Orders

_____ ID cards for both parents and passports of parents

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

In-complete applications will not be accepted at the passport office.

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

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