



**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**)

## Official Passports 1<sup>st</sup> Time Issue Civilian Employees

\_\_\_\_\_ **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.  
**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**

\_\_\_\_\_ **Original US Birth Certificate or Naturalization Certificate**

\_\_\_\_\_ **Military ID Cards**

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

\_\_\_\_\_ **\*Females - Marriage License and/or Divorce Decree**

\_\_\_\_\_ **Form DD-1056 (Authorization to Apply for a No-Fee Passport) Prepared by your personnel office**

\_\_\_\_\_ **Please also provide one the following forms:**

**DD-1614 (Request and Authorization for DOD Civilian Permanent Duty Travel)**

**DD-1614 (Request and Authorization for DOD Civilian Permanent Duty Travel)**

**DD-1616 (Transportation Agreement)**

**SF-50 (Notification of Personnel Action)**

**\*\*If you were previously issued a Tourist Passport, use the renewal application\*\***

**In-complete applications will not be accepted**

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

Questions please call DSN 370-3921 or 06221-57-3921 or send an e-mail at [Usaghd.passports@eur.army.mil](mailto:Usaghd.passports@eur.army.mil)