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SOLDIERS • FAMILIES • CIVILIANS

USAG Heidelberg Passport Office
Building 3850 Room 232



Hours of Operation
Monday - Wed & Fri
By Appointment Only: 0800-1145

REPORT OF BIRTH ABROAD CHECKLIST:

- _____ **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](#)) for minors under age 16
- _____ **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 DS-2029** (click on link) **Application for Consular Report of Birth Abroad)**
- _____ **Assignment Orders/Command Sponsorship if applying for Official/No-Fee Passport.**
- _____ **Original German Birth Certificate for the child - Geburtenregister version is required.**
- _____ **Proof of U.S. citizenship for the parents:** U.S. Birth Certificate, US Passport or Naturalization Certificate. If U.S. citizenship is through naturalization, the naturalization certificate is required
- _____ **For non-U.S. citizen parent**, please provide proof of citizenship with passport or birth certificate.
- _____ **Original Marriage License** for the parents (if applicable)
- _____ **Divorce decrees for any previous marriages for parents**
- _____ **If parents were not married at the time of conception, then an affidavit of parentage is required. Please let us know if you require this form.**
- _____ **ID cards for both parents**
- _____ **SS Form 5 (Request for Issue of Social Security Card)**
- _____ **Passport photos – Two 2X2 inch colored photographs. Photographs can be made at the Power Zone at the Heidelberg Shopping Center or at PHV Shopping Annex.**
- _____ **Fees - Money order only- Refer to Passport Fees PDF. Please note that the no-fee passport is provided at no additional cost for active duty family members.**

“Any missing documents, application will not be accepted”

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**** Please note that all original documents must be sent with the report of birth abroad application but 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