

Hand-out for Official Passports for DoDDs and DoD Civilians

May 2010

DoD civilians and their family members hired in the CONUS are entitled to Official Red passports. These passports are being issued at the Passport Office of the Department of State in Washington DC and the processing time is 6-8 weeks. The American Consulate General in Frankfurt cannot issue Official passports.

Application Forms: Application forms have to be filled out on-line. The appropriate site is: www.travel.state.gov. Go to “Applications and Forms” and use the “Passport Application Wizard” to complete your application. Print out the form (only pages 5&6) and bring it with you to your passport appointment.

As ‘mailing address’ use:

52 FSS/FSMPS/PASSPORT OFFICE
GEB 131, RM 105
54529 SPANGDAHLEM, GERMANY

Documents needed to process the application:

1. **Evidence of Citizenship-** submit one of the following:
 - a. Passport: If you have a passport in your possession, Regardless of type and expiration date, it **MUST** be submitted
 - b. Birth certificate: Is must be issued by custodian of Vital Statistics office from the state, county, or city of birth. It must bear a raised or multi-colored seal and must show a filing date (or date of record) within one year after the birth.
 - c. Naturalization certificate, if applicable
2. **Proof of name change:** If your surname is different than that of your evidence of citizenship then you must proof the legal name change, i.e. marriage certificate, court order, adoption decree, amended birth certificate , or divorce decree.
3. **Photos:** Submit two 2”X2” (5X5 cm) identical photos taken within the last 6 months with a white or off-white background, full face view, with the size of the head 1’X1/3’ from the top of the head to the bottom of the chin.
4. **DD Form 1614-** Request & Authorization for DoD Civilian Permanent Duty Travel indicating the assignment to Germany.
5. **DD Form 1617-** Transportation Agreement for Professional School Personnel covered by Public Law 86-91. Submit your latest one.
6. Statement from School Principle showing the teacher has been contracted for employment in future school years. For example, “I expect Mr/Mrs to continue to teach during the school year (s) 07/08.
7. For other DoD civilian employees (other than DODDS) the **letter of verification of employment** will come from the civilian personnel office.

For additional information call the passport office at DSN: 452-6813