



PASSPORT OFFICE CENTRAL PROCESSING FACILITY



CONSULAR REPORT OF BIRTH ABROAD* AND TOURIST PASSPORT

*Per Italian Law you must register your child's birth with the "Commune" within 10 days-contact the MPD (no expedite service overseas)

***applications must be signed in front of an agent!**

Office Address:	USAG VICENZA PASSPORT OFFICE BLDG 28, VIALE DELLA PACE, 193 VICENZA ITALY 36100
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Office hours	Mon, Tues, Wed, & Friday: 0900-1130 & 1300-1500 Thurs: 1300-1500
DS FORMS ONLINE	www.travel.state.gov

CONSULAR REPORT OF BIRTH ABROAD (CRBA)

CRBAs are issued to U.S. citizens born overseas, it equivalent to a U.S. birth certificate. It should be applied for as soon as possible after the birth of a child and cannot be issued after a child reaches the age of 18.

CHECKLIST

<input type="checkbox"/>	Birth registration documentation from "Commune" must be submitted with the Consular Report of Birth Abroad and Passport applications. (BOTH NEEDED) <ul style="list-style-type: none"> • ESTRATTI PER RIASSUNTO DI ATTO DI NASCITA • EXTRAIT DE L'ACTE DE NAISSANCE or English translation
<input type="checkbox"/>	Tourist Passport and Consular Report of Birth Abroad (CRBA) <ul style="list-style-type: none"> o \$205 money order* (one per application) *money order only; made out to : U.S. EMBASSY ROME BOTH Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a notarized DS 3053 or a Special Power of Attorney and front and back copy of ID card from the absent parent.
<input type="checkbox"/>	Fill out form "on-line" DS 11 (2x- one for no-fee/ one for tourist) <ul style="list-style-type: none"> • HANDWRITTEN FORM WILL NOT BE ACCEPTED // Barcode on the top left corner must show on form • Social Security number block enter 000-000-0000
<input type="checkbox"/>	Fill out form "on-line" SS-5 (Social Security Application) Scroll to the bottom of the page and <click> on forms the symbol to enable www.ssa.gov/
<input type="checkbox"/>	Fill out form "on-line" DS 2029 ONLINE at www.state.gov/documents/organization/156216.pdf
<input type="checkbox"/>	Proof of Citizenship of Parents (<i>Only one document needed</i>) <ul style="list-style-type: none"> • US Passport • Original Birth Certificate (long form) • Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad (to order birth certificate online, www.vitalchek.com) <ul style="list-style-type: none"> • Name Change documentation (if applicable)
<input type="checkbox"/>	MINORS: (Bring All) <ul style="list-style-type: none"> • Minors Birth Certificate, Marriage Certificate & Divorce Decree (if applicable)
<input type="checkbox"/>	2 Passport Photos (1 per application (2x2) (Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements)

	<ul style="list-style-type: none"> • Photo lab located at bldg 93: www.vios.army.mil (see attached)
<input type="checkbox"/>	ID Card of both parents
<input type="checkbox"/>	ERB/ ORB or SURF (AIR FORCE)
<input type="checkbox"/>	Orders (military)/ CPAC Passport Memo (Civilians)
<input type="checkbox"/>	High School/ College Diploma / Transcripts (if you have been in the army less than 5 years)

The information below applies to a child born in Italy of a U.S. citizen parent or parents. The U.S. citizen parent must be the one applying for the CRBA. Any reference to the U.S. also includes its outlying possessions (American Samoa, Swains Island, and the unincorporated U.S. Minor Outlying Islands).

DOCUMENTATION FOR A CHILD BORN IN WEDLOCK

<input type="checkbox"/>	Parents Marriage Certificate (original or certified true copy)
<input type="checkbox"/>	Parents Proof of Termination of Previous Marriages (from either parents) <ul style="list-style-type: none"> • Original divorce decree or annulment • OR • Original death certificate (copy)
<input type="checkbox"/>	Parents Proof of physical Present in the U.S. (for one U.S. citizen parent, which is required to transmit U.S. citizenship to the child) <ul style="list-style-type: none"> • If both parents are U.S. citizens, at least one parent must provide proof that he or she established a residence in the U.S. prior to the birth of the child. The easiest way to prove this is with an Enlisted Record Brief (ERB)/Officer Record Brief (ORB) or equivalent, original school records, or employment records, but you may also use other official records that demonstrate you resided in the U.S. (e.g. Utility or phone bill, rental agreement, etc.) Upon examination of the application, additional information may be required. • If only on parent is a U.S. citizen, that parent must provide proof of five year of physical presence In the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if the U.S. citizen parent is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this is with an ERB/ORB or equivalent, original school records or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples, additional information may be required.

DOCUMENTATION FOR A CHILD BORN OUT OF WEDLOCK

An unmarried U.S. citizen parent can transmit U.S. citizenship to a child born abroad out of wedlock if the following requirements are met.

<input type="checkbox"/>	Parents Proof of Termination of Previous Marriages (from either parents) <ul style="list-style-type: none"> • Original divorce decree or annulment OR • Original death certificate (copy)
<input type="checkbox"/>	Unmarried U.S. Citizen MOTHER must provide: <ul style="list-style-type: none"> • Proof of Physical Presence in the U.S.: Proof of 1 year of continuous physical present in the U.S. The easiest way to prove this can be with an Enlisted Record Brief (ERB)/Officer Record Brief (ORB) or equivalent, original school records or employment record, but you may also use old passports with entry and exit stamps, photographs, records of doctor's visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.
<input type="checkbox"/>	Unmarried U.S. Citizen FATHER must provide: <ul style="list-style-type: none"> • Fill out form 'on-line" DS-5507 Affidavit of Parentage, Physical Presence and Support www.travel.state.gov (completed and notarized) • If only on parent is a U.S. citizen, that parent must provide proof of five year of physical presence In the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if the U.S. citizen parent is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this is with an ERB/ORB or equivalent, original school records or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples, additional information may be required.

	Click Next
<input type="checkbox"/>	<p>Your most recent passport</p> <p>Have you been issues any of the following?</p> <ul style="list-style-type: none"> • Passport book • Passport card • Both • None <p>If you click on of the above you must provide information for the above information (i.e. date issued, first and last name on item, and number)</p> <p>Click Next</p>
<input type="checkbox"/>	Parent & spouse Information (if applicable)
<input type="checkbox"/>	<p>Are you known by other names?</p> <ul style="list-style-type: none"> • List other names <p>Click Next</p>
<input type="checkbox"/>	<p>Click Preview Form</p> <p>click Next</p>
<input type="checkbox"/>	<p>Passports Products and Fees:</p> <ul style="list-style-type: none"> • Click Passport Book Fee (even for NO FEE) <p>Click Next TWICE</p>
<input type="checkbox"/>	<p>Next Steps (page): scroll to the bottom</p> <p>check</p> <p><input type="checkbox"/> I have read and acknowledge the steps and information contained above.</p> <p>Click CREATE FORM</p> <p>Click OPEN when prompted at bottom of page</p>
<input type="checkbox"/>	<p>WHEN FORM OPENS SCROLL DOWN TO PAGE 5 & 6 AND PRINT ONE-SIDED, PAGES 5 & 6 ONLY</p> <p>(ENSURE BARCODE IS IN THE UPPER LEFT HAND CORNER ON PAGE 5...APPLICATIONS CAN'T BE PROCESSED WITHOUT BARCODE</p>