



PASSPORT OFFICE CENTRAL PROCESSING FACILITY



OFFICIAL

FIRST TIME ADULT PASSPORT OR MINOR UNDER 16 YRS OLD (no expedite service overseas)

Office Address:	USAG VICENZA PASSPORT OFFICE BLDG 28, VIALE DELLA PACE, 193 VICENZA ITALY 36100
Email:	usarmy.usag-italy.imcom-europe.mbx.passport-office@mail.mil
Telephone number:	DSN: 637-7135 / 7136 COM: (+39) 0444-617135 / (+39) 0444-617136
Office hours	Mon, Tues, Wed, & Friday: 0900-1130 & 1300-1500 Thurs: 1300-1500
FORMS ONLINE	www.travel.state.gov

CHECKLIST

<input type="checkbox"/>	<p>No Fee & Official Passport</p> <ul style="list-style-type: none"> • FREE • must submit a copy of orders for dependents with /Sponsors ID • Soldiers require TDY Orders OR a TASK ORD • Civilians require CPAC Memo <p>*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/back copy of ID card from the absent parent</p>
<input type="checkbox"/>	<p>Fill out form "on-line" DS 11</p> <ul style="list-style-type: none"> • HANDWRITTEN FORM WILL NOT BE ACCEPTED-ON LINE FORM ONLY • BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS • Application must be signed in front of Passport Agent
<input type="checkbox"/>	<p>Proof of Citizenship</p> <ul style="list-style-type: none"> • Original Birth Certificate (long form) • Initial application-original birth certificate must be submitted w/packet • Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad <p>(to order birth certificate online, www.vitalcheck.com)</p> <ul style="list-style-type: none"> • Name Change documentation (if applicable) • MINORS: Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
<input type="checkbox"/>	<p>1 Passport Photo per application (2x2) (Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements)</p> <ul style="list-style-type: none"> • Photo lab located at bldg 93: www.vios.army.mil (see attached)
<input type="checkbox"/>	<p>Memo required for the Department of State:</p> <ul style="list-style-type: none"> • 1st request memo (<u>signed by company commander</u>) • Memo needs to state country of destination, dates of travel and travelers name (for guidance please visit www.FCG.PENTAGON.MIL)
<input type="checkbox"/>	ID Card



INSTRUCTIONS FOR PASSPORT APPLICATION FORM:

COMPLETE ON-LINE* FORM (NOT BLANK PDF FORM) APPLICATION AT

www.travel.state.gov

(Handwritten form will NOT be accepted, in addition, the barcode must show on the top left corner of the form.)

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

CHECKLIST	
<input type="checkbox"/>	Click on U.S. Passport
<input type="checkbox"/>	Go to forms in highlighted in yellow
<input type="checkbox"/>	Click the COMPLETE ONLINE TAB-WHICHEVER IS APPLICABLE (DS 11 OR DS 82)
<input type="checkbox"/>	click <input type="checkbox"/> "I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers" and SUBMIT
<input type="checkbox"/>	Under COMPLETE FORM ONLINE click SUBMIT
<input type="checkbox"/>	Compete THE APPLICANT information: (minors if the child does not have a SSN yet, in the SSN block enter all zeros, e.g. 000-00-0000) Click NEXT
<input type="checkbox"/>	Complete contact information Where passport should be mailed: USAG VICENZA PASSPORT OFFICE BLDG 393 VIALE DELLA PACE, 193 VICENZA ITALY 36100 IS THIS YOUR PERMANENT ADDRESS: CLICK NO THEN ENTER YOUR PERMANENT ADDRESS: CMR BOX ???, APO, COUNTRY: UNITED STATES, STATE: AE-AF EUROPE, ZIP CODE Preferred method of contact: click EMAIL, and enter email address e.g. john.doe@gmail.com Phone number: 39XXXXXXXXXX check home or cell (whichever is applicable) click Next
<input type="checkbox"/>	Travel Plans know or anticipated travel plans <ul style="list-style-type: none"> • Enter date of your trip • Date of your return • Countries to be visited Click Next
<input type="checkbox"/>	Who should we contact in case of an emergency: <ul style="list-style-type: none"> • First & last name • Street address • City • State • Zip code • Telephone number • Relationship

	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>



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

UNIT 29500, BOX 11
APO AE 09005-9500

IAPG-COB-VMD

26 March 2014

MEMORANDUM FOR Passport Office, USAG Vicenza

SUBJECT: Official Passport Request

1. The purpose of this memorandum is to request official passports for the following personnel for travel required through the course of their official military duties supporting INSCOM, USAREUR, and USARAF operations to countries including, but not limited to, Botswana, Congo, Democratic Republic of the Congo, Djibouti, Ethiopia, Liberia, Libya, Mali, Kenya, Rwanda, Niger, Somalia, Tanzania, Uganda, and Zambia:

Rank/Grade	Name	SSN

2. The length of each mission is yet to be determined, but will not be greater than 179 days each. Orders for the mission are not yet available as the mission is still in the planning phase and personnel are preparing for their mission by obtaining official passports.

3. The listed personnel require an official passport in accordance with the DOD Clearance guide at <https://www.fcg.pentagon.mil/>.

4. The point of contact for this memorandum is the undersigned at 634- or at

CPT, MI
Commanding

Requests for Secondary Valid Official Passports

The Department of State's general policy, as stated in 22 CFR 51.2(b), is that no person shall bear or be in possession of more than one valid or potentially valid passport of the same type at any one time, unless authorized by the Department. Eligible persons may possess a regular passport and either an official or a diplomatic passport at the same time.

The issuance of secondary valid official/diplomatic passports must be based on a clear need. Generally, the need will be related to one of the following:

Travel to countries that will deny entry to persons with certain markings in their passports. Please refer to the Department of Defense Foreign Clearance Guide

Or

When a passport needed for immediate travel is unavailable due to prolonged delays in processing a foreign visa application, or some other foreign governmental process for which the passport was required.

When a second passport is requested for visa reasons, the countries that require the visa will need to be listed, along with the processing times for that particular country. The processing time should include any courier time from the command and the embassy or consulate. Furthermore, if the visa request has to be forwarded to the DOD main visa office in Washington, DC area, please include that processing time.

The point of contact for the Command must also be listed in the requests. The POC information must include the name, title, phone number and email address.

The request for the second passport must be on command letter head and be signed by Commanding Officer or his designated representative.

SECOND OFFICIAL PASSPORT REQUEST MEMO

[Print on Letterhead]

DATE: [Month DD, YYYY]

FROM: [Command, Office] – [Name and Title of Authorizing Official]

Signature of Authorizing Official: _____

TO: CA/PPT/SIA Official Passport Branch Chief – Battie Stewart

SUBJECT: Request Issuance of a Secondary Valid Official Passport

[LASTNAME, Firstname Middlename; grade/rank]

The (Name of Command) requests that a secondary valid official passport be issued to following individual:

Name:

Position Title:

Name of Office:

Current Official Passport Number:

Current Official Passport Expiration Date:

Justification for request a secondary [official] passport: *This section should be as descriptive as possible and display a clear job related need for the secondary official passport. List the countries that the Service Member will traveling to that require visas IAW the Department of Defense Foreign Clearance Guide. Include processing times for the visas and shipping time if sent via overnight delivery to a Embassy or Consulate for processing.*



FOR CIVILIAN EMPLOYEES

DEPARTMENT OF THE ARMY
CIVILIAN HUMAN RESOURCE AGENCY
EUROPEAN REGION
VICENZA HUMAN RESOURCES OFFICE
UNIT 31401, BOX 21
APO AE 09630

AEAGA-CVI

19 February 2015

MEMORANDUM FOR: U.S. Embassy Liaison Officer

SUBJECT: Employment Eligibility for issuance of No-fee passport (OR OFFICIAL)

The following information is provided to assist in the determination of Civilian Component Eligibility for the employee listed below.

Employee's Full Name: [REDACTED]
Employee's Grade and SSN: [REDACTED]
Employee's DOB: [REDACTED]
Employee's Place of Birth: [REDACTED]
Date of Separation from Military Service: [REDACTED]
Date of FIRST arrival in Italy: [REDACTED]
Date of current employment
Or appointment in Italy: [REDACTED]
DEROS: [REDACTED]
Previous civilian employment with U.S.
Forces in Italy: [REDACTED]
Family Composition: [REDACTED]

Ufficio Del Personale Civile
U.S. Army - Vicenza

GLORIA E. COSTON
VICENZA CPAC NAF
PECH-EUR-C/NAF

EXPEDITE MEMO EXAMPLE

MEMORANDUM FOR DEPARTMENT OF STATE
Passport Services, Special Issuance Agency
Official Travel Branch
ATTN: Ms Battie Stewart

FROM: *Unit/Squadron*
Unit/Squadron Complete
Mailing Address

SUBJECT: Request Expedite of Passport Application

1. Request passport application(s) for an official passport be expedited on the following individual(s):

Individual's Full Name *SSAN* *DOB*
(as completed on application)

2. Individual(s) will be departing CONUS date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified date notified that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel.
3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport. (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one.)
4. Travel cannot be postponed to a later date because (state reason travel date cannot be altered).
5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN phone number.

SIGNATURE BLOCK
(Signature, Commander)
(General officer or SES equivalent)

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- **Replace All Italicized/Underlined Text**
- Staple letter to front of application.
- One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application.
- Memo **must** be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. However, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature.
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- If a passport is required in less than 10 days, orders must be submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD Form 1056.