



**PASSPORT OFFICE CENTRAL PROCESSING FACILITY
FIRST TIME ADULT PASSPORT OR MINOR UNDER 16 YRS
OLD (no expedite service overseas)**



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|-------------------|--|
| 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

- Tourist Passport
 - o Adults (16 and older) \$135 money order*
 - o 15 and under** \$105 money order*(one per application)
***money order** only made out to : U.S. EMBASSY ROME

**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
- Fill out form "on-line" DS 11 (PRINT BOTH PAGES)
 - HANDWRITTEN FORM WILL NOT BE ACCEPTED
 - BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS
 - **Application must be signed in front of Passport Agent**
- Proof of Citizenship
 - Original Birth Certificate (long form)
 - Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad(to order birth certificate online, www.vitalcheck.com)
 - Name Change documentation (if applicable)
 - MINORS: Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
- 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)
 - Photo lab located at bldg 93: www.vios.army.mil (see attached)
- 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!
Select block 52**

| 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: ENTER YOUR APO ADDRESS HERE! CMR 427, BOX ???? APO, AE 09630 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 |

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|--------------------------|---|
| | 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 2 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> |