



PASSPORT OFFICE CENTRAL PROCESSING FACILITY

ARMY GARRISON



LOST/STOLEN/MUTILATED PASSPORT (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"/>	Tourist Passport <ul style="list-style-type: none"> o Adults (16 and older) \$135 money order* o 15 and under** \$105 money order*
OR	
<input type="checkbox"/>	OFFICIAL/NO-FEE (one per application) * money order only made out to : U.S. CONSULATE **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
<input type="checkbox"/>	Fill out form "on-line" DS 11 & DS 64 <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 FORM DS 11 • Application must be signed in front of Passport Agent
<input type="checkbox"/>	MILITARY POLICE (MP) REPORT
<input type="checkbox"/>	Proof of U.S. Citizenship <ul style="list-style-type: none"> • 2nd Passport • Original Birth Certificate (long form) • Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad (to order birth certificate online, www.vitalcheck.com) <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"/>	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) <ul style="list-style-type: none"> • Photo lab located at bldg 93: www.vios.army.mil (see attached)
<input type="checkbox"/>	CIVILIANS ONLY-ORDERS AND CPAC MEMO FOR <u>OFFICIAL/NO-FEE</u>
<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"/>	Complete 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>