



PASSPORT OFFICE CENTRAL PROCESSING FACILITY

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

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

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>Tourist Passport</p> <ul style="list-style-type: none"> o Adults (16 and older) \$110 money order* o 15 and under** \$105 money order* <p>(one per application) *money order only made out to : U.S. EMBASSY ROME</p> <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 and back copy of ID card from the absent parent.</p>
<input type="checkbox"/>	<p>Fill out form "on-line"/print last two pages</p> <p><u>DS-82</u>: 16 years old or older</p> <p><u>DS-11</u>: 15 years old or younger</p> <ul style="list-style-type: none"> • 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
<input type="checkbox"/>	Expired or Soon to Expire Passport
<input type="checkbox"/>	<p>MINORS: (Bring All)</p> <ul style="list-style-type: none"> • 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)</p> <p>(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"/>	ID Card of applicant and sponsor (if applicable)

	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). THIS ONLY APPLIES FOR TOURIST PASSPORT. SELECT NONE IF YOU HAVE A NO-FEE PASSPORT.</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>