

Military Personnel Division (MPD)

Bldg 28, Caserma Ederle,
Hrs: 0900--1130 & 1300-1630 M-F & 1300-1630 Th.
DSN: 637-7469, Comm. 0444-617469
E-mail: [usarmy.usag-italy.imcom-
europe.list.mpd@mail.mil](mailto:usarmy.usag-italy.imcom-europe.list.mpd@mail.mil)

MPD offers a translation service and assistance in registering children born at San Bortolo Hospital. MPD personnel will help parents complete the registration form and accompany parents to Vicenza Municipality to register child.

Within 2 business days of your child's birth, contact the USAG Italy Military Personnel Division (MPD) to complete a registration form and schedule an appointment to obtain your child's birth registration document (required for Soggiorno, Passport, etc.)

Required documents are:

- ◆ Sponsor's Military ID copy
- ◆ Spouse's ORIGINAL passport
- ◆ ORIGINAL Marriage certificate
- ◆ ORIGINAL Birth statement (provided by San Bortolo)
- ◆ Completed Birth registration form

Every **Thursday afternoon**, parents will meet a MPD representative at 1:30 pm in the MPD office. Only one parent must be present, if married. If parents are not married, both parents must be present.

A bus will take parent(s) and representative downtown to complete and obtain the birth registration documents. Babies are not required to be present.

Soggiorno Office

Bldg: 393, Caserma Ederle,
Hrs: 0900-1130 & 1300-1600 M-F,
closed Th from 1300-1430
DSN: 637-7137/7138/7139

The following documents are required to apply for your child's Permesso di Soggiorno. This is the document needed for your child to legally live in Italy while you are stationed here.

If sponsor is married:

- ◆ Sponsor's ID CARD (front & back)
- ◆ Original Italian birth certificate
- ◆ Child's U.S. passport
- ◆ Mother's Soggiorno
- ◆ Orders assigning to Italy
- ◆ 4 photos that can be obtained at no cost at the Official Photo Lab - bldg. 93 (make appointment on www.vios.army.mil or walk-in on Friday from 1300 till 1600)

When the sponsor is married, the child will be listed under the mother's Soggiorno.

If sponsor is single:

- ◆ Sponsor's ID CARD (front & back)
- ◆ Original Italian birth certificate
- ◆ Child's U.S. passport
- ◆ Orders assigning to Italy
- ◆ 4 photos that can be obtained at no cost at the Official Photo Lab - bldg. 93 (make appointment on www.vios.army.mil or walk-in on Friday from 1300 till 1600)
- ◆ When the sponsor is a single soldier, the child will be given their own Permesso di Soggiorno.

If child's last name differs from sponsor's last name, the parents must obtain an affidavit from the local JAG-- Legal Assistance Office.

If child's last name is hyphenated, marriage certificate is required



Having a Baby in Italy

This information paper provides some helpful information for persons who are having a baby in Italy. The listed offices are always available for additional information and assistance.

Things you must do:

- Register baby at Vicenza Municipality
- Enroll Baby in DEERS
- Photos: Passport & Soggiorno
- U.S. passport (No-Fee)
- Tourist passport
- Social security number
- Consular Report of Birth Abroad (Birth Certificate)
- Soggiorno
- Command Sponsorship

NOTE: The parents are only allowed 10 days from the day the baby is born to register the baby's birth at the Vicenza Municipality. This 10-day time limit includes weekends and holidays.

Please note that this Information Paper only provides basic information and is not intended to serve as a substitute for personal consultations with a Legal Assistance Attorney.

The Passport Office

Bldg: 28 (MPD), Caserma Ederle
Hrs: 0900-1130 & 1300-1500 M-F
DSN: 637-7135 or 637-7136

The Passport Office will assist you in applying for the following documents for your new baby. For more detailed information go to the Passport Office

- ◆ U.S. passport (No-Fee)
- ◆ Tourist passport
- ◆ Social security number

DEERS Enrollment

Bldg: 393, Caserma Ederle
Hrs: 0900-1200 & 1300-1630 MTWF,
1300-1630 Th ; DSN: 634-8352

The following documents are required for your baby's enrollment into DEERS:

If the sponsor is married or a single female soldier:

- ◆ Original Italian birth certificate (must be translated to English by a certified translator – ACS Bldg. 108)Original or notarized copy of the international birth certificate
- ◆ Sponsor's ID CARD
- ◆ Deployment orders if the sponsor is deployed
- ◆ General or special power of attorney if the sponsor is deployed

If the sponsor is a single male soldier:

- ◆ Original Italian birth certificate (must be translated to English by a certified translator – ACS Bldg. 108)
- ◆ Original or notarized copy of the international birth certificate
- ◆ Voluntary Acknowledgment of Paternity (VAP) Sponsor's ID CARD
- ◆ Deployment orders if the sponsor is deployed
- ◆ General or special power of attorney if the sponsor is deployed
- ◆ Copy of the form signed downtown allowing father to be named on the birth certificate, if available, if the sponsor is deployed a copy of the affidavit drafted and notarized stating the father's permission to be listed as the father on the birth certificate.

Command Sponsorship

MPD; Bldg 28, Caserma Ederle,
Hrs: 0900--1130 & 1300-1630 M-F & 1300-1630 Th.
DSN: 637-7467/74968 Comm. 0444-617467 / 7468

Command sponsorship is necessary for family members to live in Italy while Service members are stationed here.

Child born into Command Sponsored Household

For Soldiers whose spouse is already command sponsored and living in Italy, MPD will be able to place the child in the Command Sponsorship Database and produce a memo for the new child's command sponsorship.

Checklist

- ◆ Birth Certificate
- ◆ Current DD 93 with all family members
- ◆ Proof of spouse's command sponsorship

Single Soldier—First Child

For single Soldiers who had their first baby here in Italy, you must complete and request Command Sponsorship for a new dependent.

Checklist

- ◆ DA 4187, Section III, Block 9 – Service members signature, Section V, Block 11/12 – Company Commander's Recommended Approval/ Signature
- ◆ Birth Certificate
- ◆ PCS orders to Italy
- ◆ Current DD 93 with all family members
- ◆ Current ERB/ORB

Servicemember must have 12 months remaining before DEROS. A Servicemember who is currently serving a 36 month tour or agree to extend/re-enlist to meet this requirement

DA 4187, Section IV – Remarks, requires the following information listed as shown:

1. Service member requests command sponsorship for newly acquired family member.
2. The following is provided:
a. DEROS: b. ETS: c. Date arrived to Italy:
3. Dependents Name/Relationship/DOB
4. Enclosed: ERB/ORB, Birth Certificate, Certificate of Birth Abroad, Orders to Italy, DD 93.

Command Sponsorship (Cont)

Dual-Military Couple—First Child

Dual-military couples who acquire a Family member and who do not already have command sponsored Family members must apply for command sponsorship. Dual-military Soldiers who do not meet the tour-length requirement on the date of birth, must wait to request command sponsorship until the Soldier meets the tour-length requirement.

Checklist

- ◆ DA 4187, Section III, Block 9 – Service Members Signature; Section V, Block 11/12 – Company Commander's Recommended Approval/ Signature
- ◆ Birth Certificate
- ◆ PCS orders to Italy
- ◆ Current DD 93 with all family members
- ◆ Current ERB/ORB

Service Member must have 12 months remaining before DEROS

Service Member is currently serving a 36 month tour or agrees to extend/re-enlist to meet the requirement

DA 4187, Section IV – Remarks, requires the following information listed as shown:

1. Service member requests command sponsorship for newly acquired family member.
2. The following is provided:
a. DEROS: b. ETS: c. Date arrived to Italy:
3. Dependents Name/Relationship/DOB
4. Enclosed: ERB/ORB, Birth Certificate, Certificate of Birth Abroad, Orders to Italy, DD 93.

Official Photo Studio

Bldg: 93, Caserma Ederle
Hrs:0830-1130 & 1300-1600M-F
DSN: 634-7508

Provides photos required for passports and Soggiornos
Appointments must be made online at www.vios.army.mil.
Walk-in are only available on Fridays from 1300-1600