



USAG Italy Passport Office OFFICIAL PASSPORT RENEWAL



Email:	usarmy.usag-italy.imcom-europe.mbx.passport-office@army.mil
Telephone Numbers: (DSN/Commercial)	314-646-4785; +39-0444-71-4785 314-646-4786; +39-0444-71-4786 314-646-4787; +39-0444-71-4787
Office Hours:	Monday: 0900-1130; 1300-1530 Tuesday: 0900-1130; 1300-1530 Wednesday: 0900-1130; 1300-1530 Thursday: 1300-1530 (closed Thursday mornings) Friday: 0900-1130; 1300-1530 Closed on weekends and all Federal Holidays
Appointment Scheduler:	https://app.acuityscheduling.com/schedule.php?owner=19716708&appointmentType=category:PASSPORT%20OFFICE
Forms Online:	https://pptform.state.gov

Official and No Fee Passport Renewals:

- Dependents must submit a copy of orders stating correct names
- Soldiers require TDY Orders (Approved DD 1610 or TASK Order)
- Civilians require PCS orders (Approved DD 1614)

COMPLETE FORM ONLINE

- **HANDWRITTEN FORM WILL NOT BE ACCEPTED**
- Applications must be signed in front of Passport Agent
- Legal name change documentation must be provided for all previous legal names used

PROOF OF CITIZENSHIP (must bring original documents and copies)

- Original birth certificate (long form) – that includes parents information
- Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad
- If you already have a Tourist, No-Fee or an Official Passport we can use it as proof of citizenship
- If for some reason don't have your original birth certificate you can order it online at www.vitalchek.com
- For minors renewals parents must be present. If one parent is unavailable, applying parent must submit a signed/notarized **DS 3053** (Statement of Consent) and a **Special Power of Attorney** along with a copy of front and back of ID card from the absent parent. Also, provide minors birth certificate, parents tourist passport or birth certificate, ID card, marriage certificate and divorce decree (if applicable)
- A 2" X 2" passport photo is required per each application must be taken within six months. Photos older than six months will not be accepted.
- Photos with glasses are not accepted, photos with military attire including tan T-shirts are not accepted
- Photos can be obtain at the Photo Lab in Building 93. For more information on photos please visit: <https://vios-europe.army.mil> or call at: DSN: 646-4697; COMM: 0444-71-4697
- ID Cards of applicants and copies.

INSTRUCTIONS – HOW TO FILL OUT YOUR PASSPORT APPLICATION FORM

Complete the application form online at <https://pptform.state.gov>

***** DO NOT SIGN THE FORM. ALL APPLICATIONS MUST BE SIGNED IN FRONT OF AN AGENT *****

1. Check the box “I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers” and click “Submit”.
2. Under “Fill Out On-line and print” click on “Submit”.
3. **About the Applicant:**
 - If you have a middle name, it must be entered.
 - Occupation: Children should enter “student” or “child”.
 - All fields with a red asterisk (*) must be filled in.
4. **Contact Information: Where should the passport be mailed?**
 - Street Address: **USAG ITALY PASSPORT OFFICE**
Street Address 2: **UNIT 31401, BOX 41**
City: **APO**
Country: **UNITED STATES**
State: **AE – AF EUROPE**
Zip Code: **09630**
 - If applicant is under age 16, enter “In care of the parent”, otherwise leave blank.
 - Is your permanent address? Click “NO”
 - Enter your permanent or CMR address. The passport will be mailed to our office.
5. **Prefer Method of Communication:** Make a selection: Mail, Email, or Both
6. **Your Email Address:** Enter a valid email address twice
7. **Your phone number:** Do not enter dashes (numbers only). Click “Next”
8. **Travel Plans:** If there are no anticipated travel plans click on “Next”
9. **Who should we contact in case of emergency?** Enter all fields. Click “Next”
10. **Your Most Recent Passport:**
 - Click “YES” since you have been previously issued a TOURIST passport (adults). When you add all of your recent passport information the system will automatic create the **DS-82** form.
Select “NONE” if you currently have an official or no-fee passport but never had a tourist passport book or card then it will create a DS-11 form. You must bring the official/no-fee passport with you to your appointment. Click “Next”.
11. **List all other names you have used:**
 - List any previous names you have used. You must bring in documentation for all previous legal names used such as marriage, divorce or adoption decree. Click “Next”
12. **Personal Application Review.** Review your document and ensure all information is accurate. Edit the fields if necessary. Click “Next”
13. **Passports Products and Fees**
 - Click on “Passport Book”. Do not select any expedited services because it is not offered overseas. Click “Next”
14. **Print Your Forms:**
 - Checkmark “I have read and acknowledge the steps and information contained above”. Click on “Print Form”

Printing Notes:

Print on SINGLE-SIDED Paper. Double-sided forms are not accepted

Make sure the barcode appears on the upper left corner of Page 1 on form DS-82.