



PASSPORT OFFICE, MILITARY PERSONNEL DIVISION



LOST/STOLEN/MUTILATED PASSPORT

(No Expedite Service Overseas)

Updated as of December 2021

Office Address:	USAG ITALY 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: 646-4785/ 4786/ 4787 COM: (+39) 0444-71-4785 / 4786 /4787
Office hours & Appointment link	Mon-Wed and Fri, 0900-1130 and 1300-1500 by Appointment Only https://app.acuityscheduling.com/schedule.php?owner=19716708&appointmentType=category:Passport%20OFFICE
FORMS ONLINE	https://pptform.state.gov

CHECKLIST	
<input type="checkbox"/>	Tourist Passport
OR	<ul style="list-style-type: none"> Adults \$165 money order* (one per application) 15 and under** \$135 money order* Made out to : U.S. DEPARTMENT OF STATE (one per application)
<input type="checkbox"/>	OFFICIAL/NO-FEE - Orders stating bone fide need (if Military) - Orders and Amendments (if Civilian) - Military orders stating names for dependents **Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a signed/notarized DS 3053 and a Special Power of Attorney along with a copy of front and back of ID card from the absent parent**
<input type="checkbox"/>	Fill out form "on-line" DS 11 & DS 64 (Complete ONLY the DS-64 handwritten). DO NOT PRINT DOUBLE SIDED. <ul style="list-style-type: none"> HANDWRITTEN FORM WILL NOT BE ACCEPTED-ON-LINE FORM ONLY for the DS-11 BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORM DS 11 Application Must be Signed in Front of Passport Agent Bring Name Change Documentation for all Previous Legal Names Used
<input type="checkbox"/>	MILITARY POLICE (MP) REPORT - If the Passport was Stolen
<input type="checkbox"/>	Proof of U.S. Citizenship - Must Bring Original Documents <ul style="list-style-type: none"> Previous Passport (if applicable) Original Birth Certificate (long form) Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad (to order birth certificate online, go to www.vitalchek.com) <ul style="list-style-type: none"> 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 with the Department of State Photo requirements). NO PHOTOS WITH GLASSES ARE ACCEPTED. <ul style="list-style-type: none"> Photo lab located at bldg 93: https://vios-europe.army.mil/ 0444-71-7508 ** Walk-ins only Fridays at 1300**
<input type="checkbox"/>	Memo in Lieu; If Orders are not available for SM provide memo in Lieu. (ask agent for example)
<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 forms 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 Passport Applications & Forms highlighted in yellow
<input type="checkbox"/>	Click the COMPLETE ONLINE TAB (DS-11)
<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: **If you have a middle name, it must be stated on the application. Middle initials are not allowed** (For 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: <p style="text-align: center;">USAG ITALY PASSPORT OFFICE UNIT 31401, BOX41 APO AE 09630</p> IS THIS YOUR PERMANENT ADDRESS: CLICK NO THEN ENTER YOUR PERMANENT ADDRESS: Must be a PHYSICAL address **APO/AE OR P.O. BOX ADDRESSES ARE NOT ALLOWED ON THE APPLICATIONS** Preferred method of contact: click EMAIL, and enter email address e.g. john.doe@gmail.com Phone number: XXX-XXX-XXXX (Provide local Italian number if applicable and do not add country code) 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>I</p> <p>Click Next</p>
<input type="checkbox"/>	Parent & Spouse Information **When providing parents' information, Mother's name must be her MAIDEN name**
<input type="checkbox"/>	<p>Are you known by other names?</p> <ul style="list-style-type: none"> • List other names (you must bring in documentation for all previous legal names used) <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>