



USAG Italy Passport Office
SECONDARY OFFICIAL PASSPORT
ADULT PASSPORT OR MINOR UNDER 16 YRS OLD



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|--|---|
| 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 |

FOR SECONDARY OFFICIAL PASSPORT REQUIREMENTS:

- Soldiers require TDY Orders (Approved DD 1610 or a TASK Order)
- Civilians require PCS orders (Approved DD 1614)

COMPLETE FORM ONLINE

- **HANDWRITTEN FORM WILL NOT BE ACCEPTED**
- Fill out form DS 11 for first time or DS 82 if you currently have an official/no-fee passport
- 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
- 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
- For Secondary Official Passport we will need Memo in lieu of orders and must be pre-authorized by Directive Executive Travel via usarmy.belvoir.hqda-oaa-det.mbx.exception-option@mail.mil (must be signed by 06 Commander prior to submission)
- Memo needs to state country of destination, dates of travel and travelers name (for guidance please visit www.FCG.PENTAGON.MIL)

INSTRUCTIONS – HOW TO FILL OUT YOUR PASSPORT APPLICATION FORM

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

***** 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 an Official passport (adults). When you add all of your recent passport information the system will automatic create the **DS-82** form. Click “**Next**”
 - You must submit the Official/No-Fee Passport book and provide the information for the above (i.e date issued, first and last name on item, and number).
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.

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

DO NOT SIGN – All applications must be signed in front of the Passport Agent.

E X A M P L E, Please use command specific data on your
Command letter head in memo format

MEMORANDUM FOR Department of State, Special Issuance Agency (SIA) To: CA/PPT/SIA Official Passport Section
 Through: Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060
 Approve: .(DET signs here) Disapprove: _____ (Or DET signs here) _____

SUBJECT: Request for Official Passport(s) with Memorandum in Lieu of Orders
 { Identify: the appropriate subject }

SUBJECT: Request Issuance of a Secondary (Dual) Valid Official Passport

1. Request the following individual(s) be Issued an official passport

(Select and identify the correct option, delete options not required)

- (a) Initial Official Passport { Provide accurate information }
- (b) Renewal of an Official Passport { Be specific, utilize the correct action }
- (c) Request 2nd (Dual) Official Passport {Memos providing incorrect data or missing}
 {Data request will not be processed}

NAME RANK DOB (YYYYMMDD)

John T. Doe GS-9 20080515

Position Title:

Name of office:

Current official passport number 000000000

Current official passport Expiration Date:

2. (USE COMMAND SPECIFIC INFORMATION) (THIS IS AN EXAMPLE ONLY)

The above service member/civilian is (are) assigned to the USAG Stuttgart Military Personnel Det (MPD). This member/ Individual will be traveling to NON-NATO countries to include (List "1" **Non Nato Country**) from, **01 October 2007 until 31 March 2008**, in support of Operation Enduring Freedom. (Must be specific in regards to travel)

3. (PROVIDE A DETAILED JUSTIFICATION)(BE SURE TO JUSTIFY WHY OFFICIAL TRAVEL ORDERS ARE NOT AVAILABLE FOR THIS TRAVEL)(PROVIDE TASKING DOCUMENTATION/INFORMATION VERIFYING THE NEED FOR A PASSPORT) (THIS IS ONLY AN EXAMPLE) JUSTIFICATION FOR TRAVEL: (**YOUR ORGANIZATION NAME**) is responsible for providing assistance for (**unclassified mission responsibility**) to the U.S. Army Europe, U.S. Army Central Command , other Department of Defense activities, NATO, and UN forces. The ability of this (**service member/civilian**) to travel in these areas is critical to the Department of Defense mission. Orders are not available because (state purpose). (Justification for primary and secondary official passports must include amplifying data and be as descriptive as possible. Send supporting tasking documentation to display the bona fide need for an official passport with the request. Display a clear job related need for the official passport(s).)

4. (REVIEW THE FOREIGN CLEARANCE GUIDE) (<https://www.fcg.pentagon.mil/fcg.cfm>) (If your place of travel does not reflect the requirement for an official passport it will be denied) VISA is not required per operations orders or Foreign Clearance Guide.

5. (USE POINTS OF CONTACTS WITHIN YOUR COMMAND) (THIS IS ANEXAMPLE)(Send this completed and O-6 signed memorandum and supporting tasking documentation as a request to usarmy.belvoir.hqda-oaa-det.mbx.exception-options@mail.mil for processing)

6. Point of Contact is (Rank/Title First Last Name at DSN 370-7533/8502, Civ 410-234-2345.)

(Signed by O-6 Commander)
 COMMANDER'S SIGNATURE

EXAMPLE ONLY

(UNIT LETTERHEAD)

Formatting consistent with sponsoring service component

DATE

MEMORANDUM FOR U.S. DEPARTMENT OF STATE Special Issuance Agency
44132 Mercure Cir
P.O. Box 1185
Sterling, VA 20166-1185

FROM: *Unit/Squadron*
Unit/Squadron Complete
Mailing Address

SUBJECT: Request Expedite Service for Passport Application(s)

1. Request passport application(s) for an official passport be expedited on the following individual(s):

Full Name (Last/ First/ Middle SSAN DOB (as completed on the application)-

2. Individual(s) will be departing CONUS date of departure for # of days/months and requires the passport by date passport required by individual(s). Individual(s) was/were notified date notified that he/she would be traveling to state Non-NATO country requiring individual to have a passport for the purpose of state purpose of travel. Destination on this memorandum must match the DD-1056, DOS application, orders and itinerary.
3. The last minute processing of this request was necessary because state reason for last minute processing to obtain an official passport. (e.g., only individual qualified to complete mission/task, individual did not have an official passport prior to notification since his current duties did not require one).
4. Travel cannot be postponed to a later date because (state reason travel date cannot be altered).
5. Your prompt attention to this request would be greatly appreciated. Direct any questions concerning this request to name of POC at Commercial and DSN number.
6. Explanation indicating the absence or inability of a General Officer or SES equivalent signature.

SIGNATURE BLOCK
(Signature, Commander)
(General officer or SES equivalent)



Provide Organizational letter head

OFFICE SYMBOL

XX XXX XXXX

MEMORANDUM FOR Department of State, Special Issuance Agency (SIA)

TO: CA/PPT/SIA Official Passport Branch Chief

THROUGH: Directorate of Executive Travel, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060

Approve: _____

Disapprove: : _____

SUBJECT: Request Issuance of a Secondary, 2nd (Dual) Valid Special Issuance Passport

1. Request the following individual be issued a 2nd (Dual) Special Issuance Passport

First M. Last DOB (YYYYMMDD)

Position Title: X---

Current official passport number: 80000XXX

Current official passport Expiration Date: 00 Sep 2015 (must be valid for 2 years or more)

Current 2nd official passport number: 80000XXX

Current 2nd official passport Expiration Date: 00 Sep 2015 (must be listed even if expiring)

(Ensure to list all current special issuance passport)

2. The above civilian is assigned to the XXXXXXXX International Program(IPO)

This individual will be traveling to following NON-NATO countries to include; XXXXXXXXXXXX between, **01 July 2019 until 30 December 2020**, in support XXXXXXXX.

3. JUSTIFICATION FOR TRAVEL: XXXXXXXXXXXX is responsible for XXXXXXXXXXXXXXXX. The ability of this Military/Civilian member to XXXXXXXXXXXXXXXX is critical to the DoD mission. In order to execute Visa's to multiple countries requires two official passports to avoid disruption. (Justification for secondary official passport must include amplifying data and be as descriptive as possible. Display a clear job related need for the secondary official passport. All request for 2nd official passport will be provided to DET Fort Belvoir for review prior to submission to SIA.)

4. Point of contact is XXXXXXXXXXXX at 703-456-00004 or XXXXXXXXXX.civ@mail.mil

5. (REVIEW THE FOREIGN CLEARANCE GUIDE) (<https://www.fcg.pentagon.mil/fcg.cfm>) (If your place of travel does not reflect the requirement for an official passport it will be denied) VISA is not required per operations orders or Foreign Clearance Guide.

Signature (06/ GS-15)

Title and organization

Director / Commander

Return completed memo to USARMY Ft Belvoir HQDA OAA DET Mailbox EXCEPTION OPTIONS usarmy.belvoir.hqda-aaa-det.mbx.exception-options@mail.mil and clearly identify the Subject Line: Request Secondary (Dual) Valid Special Issuance Passport

DIRECTIONS FOR COMPLETING EXPEDITE MEMO:

- *Replace All Italicized/Underlined Text*
- Place the expedite letter on the front of application.
- One original memo must be submitted. If more than one individual is on the expedite request then you can make copies and highlight each individual's name and attach it to his/her corresponding application. Group request must be submitted on the same day.
- Memo **must** be signed by a general officer or SES equivalent. The only authorized exception is a request initiated at installations where no general officer or SES equivalent exists. In those cases, the request may be signed by the installation commander. **However**, a paragraph must be added, prior to the signature block, with an explanation indicating the absence of a general officer or SES equivalent signature. Signatures may not indicate by direction or "for" signatures. The authorizing signature must be the official listed.
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- All Expedite and Walk through request for a passport must have orders and itinerary submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, DOS passport application, and DD Form 1056.
- Expedited processing is not available for Dependents of Command sponsored personnel.
- Visa expedite letters are not available and DoD agents must contact DoD EA PSD Visa team for assistance.
- Half packages, partially or incomplete packages will not be accepted by DoD agents for later piece work under any circumstance. Applications must be complete at the time of submission. Orders, Expedite letters and all supporting documents must be provided during initial submission.

Expedited Service request: (PERFORM BY PSD MANAGEMENT)

Utilized when travel will take place in 30 days or less or when the situation involves the submission of a visa with a countries known to have excessive processing periods. (i.e.; Iraq, Kuwait)

Walk thru Service request: (PERFORM BY PSD MANAGEMENT)

Utilize when travel will take place in 10 days or less. Walk thru for same day service if required must be specifically authorized by DoD EA, PSD Fort Belvoir after coordination of appointment date and time with the Dept. of State. The DoD agent nor DoD applicants are not authorized to coordinate appointments with Dept. of State.

Required support documents:

- Waiver memorandum must be provided by the applicant if available (i.e.; EOD JEOD)
- Expedite Memo with original signature of O7 / SES listing each member (signature block required)
- Application package and accompanying citizenship proof, supporting documents
- Travel Orders, finalized and approved for each member (assigning orders, PCS or TAD/TDY orders)
- Flight Itinerary for each member identified on the expedite letter.