



PASSPORT OFFICE, MILITARY PERSONNEL DIVISION
OFFICIAL – RENEWAL or SECONDARY PASSPORT



ADULT PASSPORT OR MINOR UNDER 16 YRS OLD

Updated as of February 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: 6464785/ 4786/ 4787 COM: (+39) 0444-71-4785 / 4786 /4787
Office hours	Monday-Wednesday and Friday 0900-1130 and 1300-1530. Closed Thursday morning Appointment ONLY https://app.acuityscheduling.com/schedule.php?owner=19716708&appointmentType=category:PASSPORT%20OFFICE
FORMS ONLINE	https://pptform.state.gov

CHECKLIST	
<input type="checkbox"/>	<p>No Fee & Official Passport</p> <ul style="list-style-type: none"> Dependents must submit a copy of orders stating correct names Soldiers require TDY Orders (DD 1610) OR a TASK ORD Civilians require PCS orders (DD 1614) <p>*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 sued for from the absent parent.*</p>
<input type="checkbox"/>	<p>Fill out form “on-line” DS 11 for 16 and under or DS-82 (if you currently have an official/no-fee passport)</p> <ul style="list-style-type: none"> HANDWRITTEN FORM WILL NOT BE ACCEPTED-ON LINE FORM ONLY BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS Application must be signed in front of Passport Agent Bring Legal Name Change Documentation (if applicable)
<input type="checkbox"/>	<p>Expired or Soon to Expire Passport as proof of citizenship And Copies</p>
<input type="checkbox"/>	<p>MINORS: (Bring all and Must be Original Documents)</p> <ul style="list-style-type: none"> Minors Birth Certificate, Parents’ Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable) And Copies
<input type="checkbox"/>	<p>1 Passport Photo per application (2x2) PHOTOS WITH GLASSES ARE NOT ACCEPTED. (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: https://vios-europe.army.mil/ (0444-71-4697) NO Walk-ins for children under 4 feet Walk-ins for photo booth for adults and children over 4 feet
<input type="checkbox"/>	<p>Memo in lieu of orders :</p> <ul style="list-style-type: none"> Memo in Lieu of orders must be pre-authorized by DET (example pg.4 on checklist) via usarmy.belvoir.hqda-aaa-det.mbx.exception-options@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)
<input type="checkbox"/>	<p>ID Card And Copies</p>



INSTRUCTIONS FOR PASSPORT APPLICATION FORM:



COMPLETE ***ON-LINE*** FORM (NOT BLANK PDF FORM) APPLICATION
AT <https://pptform.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 (FORM FILLER)
<input type="checkbox"/>	Click the COMPLETE ONLINE TAB-WHICHEVER IS APPLICABLE (DS-11 OR DS-82)
<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: USAG ITALY UNIT 31401, BOX 41 APO AE 09630 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 issued any of the following?</p> <ul style="list-style-type: none"> • Passport book • Passport card • Both <p>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).</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 <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 <u>5 & 6</u> AND PRINT 1-SIDED <u>5 & 6</u> ONLY</p> <p>ENSURE <u>BARCODE</u> IS IN THE UPPER LEFT HAND CORNER ON <u>PAGE 5</u>...APPLICATIONS CAN'T BE PROCESSED WITHOUT BARCODE</p>

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

XXXX-XX

01 Jan 2016

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 notrequired)
 - (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 }

<u>NAME</u>	<u>RANK</u>	<u>DOB (YYYYMMDD)</u>
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 AN EXAMPLE)(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 or request for secondary send to edmund.t.snead.civ@mail.mil processing)

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

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

Point of Contact is (Ms. Jacks/ Mr. Daniels at DSN 370-7533/8502, Civ 410-234-2345.)

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

EXAMPLE ONLY

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

(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):

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

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)
(Digital Signature authorized until rescinded. Hand written signatures authorized in original format.
Rank/Title of signing official)

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.



Provide Organizational letter head

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

XXXX-XX

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 XXXXXXXXXXXX.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

01 January 2021