



# PASSPORT OFFICE, MILITARY PERSONNEL DIVISION

## RENEWAL TOURIST ADULT PASSPORT OR MINOR UNDER 16 YRS OLD (No Expedite Service Overseas)



**\*Application must be signed in front of an agent!\***

Updated as of December 2021

Office Address:	USAG ITALY PASSPORT OFFICE BLDG 28, VIALE DELLA PACE, 193 VICENZA ITALY 36100
Email:	<a href="mailto:usarmy.usag-italy.imcom-europe.mbx.passport-office@mail.mil">usarmy.usag-italy.imcom-europe.mbx.passport-office@mail.mil</a>
Telephone number:	DSN: 6464785/ 4786/ 4787 COM: (+39) 0444-71-4785 / 4786 /4787
Office hours	<b>Monday-Wednesday and Friday 0900-1130 and 1300-1530. Closed Thursday morning</b> <b>Appointment ONLY</b> <a href="https://app.acuityscheduling.com/schedule.php?owner=19716708&amp;appointmentType=category:PASSPORT%20OFFICE">https://app.acuityscheduling.com/schedule.php?owner=19716708&amp;appointmentType=category:PASSPORT%20OFFICE</a>
FORMS ONLINE	<a href="https://pptform.state.gov">https://pptform.state.gov</a>

### CHECKLIST

- Tourist Passport
  - o Adults \$130 money order\*
  - o 15 and under\*\* \$135 money order\*
  - o First time applying as an adult (16 and older)\$165 money order
 (one per application)  
**\*money order only\* made out to : U.S. DEPARTMENT OF STATE (one per application)**  
  
 \*\*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. \*\*
- Fill out form "on-line" SINGLE-SIDED pages  
DS-82: 16 years old or older  
DS-11: 15 years old or younger
  - HANDWRITTEN FORM WILL NOT BE ACCEPTED
  - BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS
  - **Application must be signed in front of Passport Agent**
  - **Legal Name change documentation must be provided for all previous legal names used**
- Expired or Soon to Expire Passport. Bring documentation for all previous legal names used.
- MINORS: **(Bring All and Must be Original Documents)**
  - Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
- 1 Passport Photo per application (2x2) **PHOTOS WITH GLASSES ARE NOT ACCEPTED.**  
 (Must be taken within 6 months of time of application and size must be in accordance with the Department of State Photo requirements)
  - 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**
- ID Card of Applicant **And Copies**



# 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
<input type="checkbox"/>	Click the <b>COMPLETE ONLINE</b> 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: <b>**If you have a middle name, it must be stated on the application. Middle initials are not allowed**</b> (For minors, if the child does not have a SSN yet, in the SSN block enter all zeros, e.g. 000-00-0000) Click <b>NEXT</b>
<input type="checkbox"/>	Complete contact information Where passport should be mailed: <b>USAG ITALY UNIT 31401, BOX 41 APO AE 09630</b>  IS THIS YOUR PERMANENT ADDRESS: CLICK NO  THEN ENTER YOUR PERMANENT ADDRESS: Must be a <b>PHYSICAL</b> address <b>**APO/AE OR P.O. BOX ADDRESSES ARE NOT ALLOWED ON THE APPLICATIONS**</b>  Preferred method of contact: click EMAIL, and enter email address e.g. <a href="mailto:john.doe@gmail.com">john.doe@gmail.com</a>  Phone number: XXX-XXX-XXXX (Provide local Italian number if applicable and do not add country code)  click <b>Next</b>
<input type="checkbox"/>	Travel Plans know or anticipated travel plans <ul style="list-style-type: none"> <li>• Enter date of your trip</li> <li>• Date of your return</li> <li>• Countries to be visited</li> </ul> Click <b>Next</b>
<input type="checkbox"/>	Who should we contact in case of an emergency: <ul style="list-style-type: none"> <li>• First &amp; last name</li> <li>• Street address</li> <li>• City</li> <li>• State</li> <li>• Zip code</li> <li>• Telephone number</li> <li>• Relationship</li> </ul>

	Click <b>Next</b>
<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"> <li>• Passport book</li> <li>• Passport card</li> <li>• Both</li> <li>• None</li> </ul> <p><b>If you click on anything other than "None", you must provide the passport book and/or card and information (i.e. date issued, first and last name on item, and number). SELECT NONE IF YOU CURRENTLY HAVE AN OFFICIAL/ NO-FEE PASSPORT AND NEVER HAD A TOURIST PASSPORT BOOK OR CARD.</b></p> <p>Click <b>Next</b></p>
<input type="checkbox"/>	Parent & Spouse Information <b>**When providing parents' information, Mother's name must be her MAIDEN name**</b>
<input type="checkbox"/>	<p>Are you known by other names?</p> <ul style="list-style-type: none"> <li>• List other names (If you used previous legal names, you must provide the documentation for each name that you legally used)</li> </ul> <p>Click <b>Next</b></p>
<input type="checkbox"/>	<p>Click Preview Form</p> <p>click <b>Next</b></p>
<input type="checkbox"/>	<p>Passports Products and Fees:</p> <ul style="list-style-type: none"> <li>• Click Passport Book Fee (Do not select "Expedite" fee. We do not have expedite servicesoverseas)</li> </ul> <p>Click <b>Next TWICE</b></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 <b>CREATE FORM</b></p> <p>Click <b>OPEN</b> when prompted at bottom of page</p>
<input type="checkbox"/>	<p>WHEN FORM OPENS SCROLL DOWN TO PAGE <b><u>5 &amp; 6</u></b> AND PRINT 2 pages- <b><u>5 &amp; 6</u></b> ONLY</p> <p>ENSURE <b><u>BARCODE</u></b> IS IN THE UPPER LEFT HAND CORNER ON <b><u>PAGE 5...</u></b>APPLICATIONS CAN'T BE PROCESSED WITHOUT BARCODE</p>