



## USAG Italy Passport Office

### Second Official Passport



Email:	usarmy.usag-italy.id-europe.list.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:	<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>

#### Requirements

- Soldiers require TDY Orders (DD1610), TASK ORD, or Memorandum in Lieu of Orders.
- Soldiers assigned to or supporting SETAF-AF can provide a memo signed by SETAF-AF Chief of Staff.
- Civilians require PCS orders or if extending documentation from their employer showing the extension.
- For Second Official Passport we will need a Memorandum in Lieu of Orders and must be pre-authorized by Directive Executive Travel via [usarmy.belvoir.hqda-oaa-det.mbx.exception-option@mail.mil](mailto:usarmy.belvoir.hqda-oaa-det.mbx.exception-option@mail.mil) (must be signed by O-6 Commander or higher prior to submission).
- Memo needs to state country of destination, dates of travel and travelers name (for guidance, please visit [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil)).

**Minors:** Both parents and minors must be present in-person if applying for a minor passport. If one parent is unavailable the applying parent must submit a signed and notarized form DS-3053 (Statement of Consent) along with a copy of the front and back of the identification from the absent parent. Parents/guardians must **always** bring their identification and **MINOR'S BIRTH CERTIFICATE**.

#### Complete form online:

- Complete passport application form at <https://pptform.state.gov> (Handwritten forms will not be accepted).
- Applications must be signed in front of a passport agent.
- For mailing address input:
  - USAG ITALY PASSPORT OFFICE
  - UNIT 31401, BOX 41
  - APO, AE 09630
- Legal name change documentation must be provided for all previous legal names used.
- Print form **single-sided**.

#### Authorized proof of citizenship documents (must bring original documents and copies):

##### **\*\*Provide one of the following\*\***

- Original United States birth certificate – must include names of parents (if known).
  - If you need to order a birth certificate it can be obtained using [vitalchek.com](http://vitalchek.com).

- United States Naturalization Certificate
- Consular Report of Birth Abroad
- United States Passport or Passport Card

**Passport Photo:**

- A 2" X 2" passport photo is required for each application and must be taken within the last six months.
- Photos with glasses or military attire will not be accepted.
- Photos can be obtained using the photo booth at the Central Processing Facility (CPF), in building 93. For children under 48 inches tall, pictures must be taken by appointment at the photo lab. To schedule photos at the photo lab visit <https://vios-europe.army.mil> or call DSN: 646-4697; COMM 0444-71-4697.

**Proof of Identification:** Provide one form of current State or Federal identification.