



PASSPORT OFFICE, MILITARY PERSONNEL DIVISION



CONSULAR REPORT OF BIRTH ABROAD AND TOURIST PASSPORT *Per Italian Law, you must register your child's birth with the "Comune" within 10 days* (No expedite service overseas)

Applications must be signed in front of an agent!

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	* Newborn packets would be processed only after briefing from our personnel and on appointment basis Mon-Wed and Fri, 0900-1130 and 1300-1500 Close Thurs morning by Appointment Only https://app.acuityscheduling.com/schedule.php?owner=19716708&calendarID=4071570
DS FORMS ONLINE	https://pptform.state.gov

CONSULAR REPORT OF BIRTH ABROAD (CRBA)

CRBAs are issued to U.S. citizens born overseas; it is equivalent to a U.S. birth certificate. It should be applied for as soon as possible after the birth of a child and cannot be issued after a child reaches the age of 18.

CHECKLIST

- Birth registration documentation from "Comune" must be submitted with the Consular Report of Birth Abroad and Passport applications. **(BOTH NEEDED)**
 - ESTRATTI PER RIASSUNTO DI ATTO DI NASCITA
 - EXTRAIT DE L'ACTE DE NAISSANCE or English translation
- Tourist Passport and Consular Report of Birth Abroad (CRBA)
 - \$235 money order*
(one per application) ***money order only*** and made out to : **U.S. EMBASSY ROME**

BOTH 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 Special Power of Attorney** along with a copy of front **and** back of ID card from the absent parent
- Fill out form "on-line" DS-11 (2x- one for no-fee/one for tourist). **DO NOT PRINT DOUBLE SIDED.**
 - HANDWRITTEN FORMS WILL NOT BE ACCEPTED // Barcode on the top left corner must show on form
 - **Social Security number block enter 000-000-0000**
- Fill out form SS-5 (Social Security Application) Scroll to the bottom of the page and <click> on forms the symbol to enable www.ssa.gov
- Fill out form DS 2029 at <https://eforms.state.gov/Forms/ds2029.PDF> **MUST BE TYPED AND PRINTED**
- Proof of Citizenship of **Parents** (*Only one document needed*) **Must Bring Original Documents And Copies**
 - US Passport
 - 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)

 - Legal Name Change Documentation (if applicable)
- MINORS: (**Bring All and Must Bring Original Documents**)
 - Minor's Birth Certificate, Parents' Marriage Certificate & Divorce Decree (if applicable) **And Copies**
- 2 Passport Photos (1 per application (2x2)
(Must be taken within 6 months and size must be in accordance with the Department of State photo requirements)

	<ul style="list-style-type: none"> • Photo lab located at bldg 93: www.vios.army.mil (0444-71-7508) ** No Walk-ins**
<input type="checkbox"/>	ID Card of both parents (U.S. Driver's License for CRBA and Military I.D. for the No-Fee Passport Packet) And Copies
<input type="checkbox"/>	ERB/ ORB or SURF (AIR FORCE) - If Military
<input type="checkbox"/>	Orders (Military)/CPAC Passport Memo (Civilians)
<input type="checkbox"/>	High School/College Diploma /Transcripts (if you have less than 5 years of Active service in the Army)

The information below applies to a child born in Italy of a U.S. citizen parent or parents. The U.S. citizen parent must be the one applying for the CRBA. Any reference to the U.S. also includes its outlying possessions (American Samoa, Swains Island, and the unincorporated U.S. Minor Outlying Islands).

DOCUMENTATION FOR A CHILD BORN IN WEDLOCK

<input type="checkbox"/>	Parents' Marriage Certificate (original or certified true copy)
<input type="checkbox"/>	Parents' Proof of Termination of Previous Marriages (from either parents) <ul style="list-style-type: none"> • Original divorce decree or annulment • OR • Original death certificate (copy)
<input type="checkbox"/>	Parents' proof of physical presence in the U.S. (This is required to transfer U.S. citizenship to the child) <ul style="list-style-type: none"> • If both parents are U.S. citizens, at least one parent must provide proof that he or she established a residence in the U.S. prior to the birth of the child. The easiest way to prove this is with an Enlisted Record Brief (ERB)/Officer Record Brief (ORB) or equivalent, original school records, or employment records, but you may also use other official records that demonstrate you resided in the U.S. (e.g. U.S. driver's license, utility or phone bill, rental agreement, etc.) Upon examination of the application, additional information may be required. • If only one parent is a U.S. citizen, that parent must provide proof of five years of physical presence in the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if the U.S. citizen parent is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this is with an ERB/ORB or equivalent, original school records or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.

DOCUMENTATION FOR A CHILD BORN OUT OF WEDLOCK

An unmarried U.S. citizen parent can transfer U.S. citizenship to a child born abroad out of wedlock if the following requirements are met.

<input type="checkbox"/>	Parents Proof of Termination of Previous Marriages (from either parents) <ul style="list-style-type: none"> • Original divorce decree or annulment OR • Original death certificate (copy)
<input type="checkbox"/>	Unmarried U.S. Citizen MOTHER must provide: <ul style="list-style-type: none"> • Proof of physical presence in the U.S. Proof of five years of continuous physical presence in the U.S. The easiest way to prove this can be with an Enlisted Record Brief (ERB)/Officer Record Brief (ORB) or equivalent, U.S. driver's license, original school records or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.
<input type="checkbox"/>	Unmarried U.S. Citizen FATHER must provide: <ul style="list-style-type: none"> • Fill out form "on-line" DS-5507 Affidavit of Parentage, Physical Presence and Support www.travel.state.gov (completed and notarized) • If only one parent is a U.S. citizen, that parent must provide proof of five years of physical presence in the U.S., two of which were after the age of 14, all of which were prior to the birth of the child...the time does not have to be consecutive. However, if the U.S. citizen parent is a military member or government employee, any periods of honorable service outside of the U.S. may also be included. The easiest way to prove this is with an ERB/ORB or equivalent, original school records or employment records, but you may also use old passports with entry and exit stamps, photographs, records of doctor visits or any other official record that shows that you were in the U.S. These are only some of many examples. Upon examination of the application, additional information may be required.



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 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: (For newborns, 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: ** DO NOT LIST APO/AE OR P.O. BOX ADDRESSES** USAG ITALY PASSPORT OFFICE BLDG 28, VIALE DELLA PACE, 193 VICENZA ITALY 36100 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: Local Italian number *Do not list 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"> • None <p>Click Next</p>
<input type="checkbox"/>	Parent & Spouse Information **When listing 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 ONE-SIDED, PAGES <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>