



**PASSPORT OFFICE, MILITARY PERSONNEL DIVISION
FIRST TIME 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:	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	http://pptform.state.gov

CHECKLIST

- Tourist Passport
 - o Adults (16 and older) \$165 money order*
 - o 15 and under** \$135 money order*
 (one per application)
money order only and must be 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" DS 11 (PRINT BOTH PAGES)
 - 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**
 - **Bring name change documentation for all previous legal names used (if applicabile)**
- Proof of Citizenship (**Must bring Original Documents**) **And Copies**
 - 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)
 - MINORS: Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)*** Note - If you have ever been issued any type of passport, you must bring that passport (including No-Fee**)**
- 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 <http://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 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: **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: <p style="text-align: center;">USAG ITALY UNIT 31401, BOX 41 APO AE 09630</p> 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 • None <p>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. HOWEVER, STILL BRING THE OFFICIAL/NO-FEE PASSPORT WITH YOU TO OUR OFFICE.</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 (you must bring in documentation for all previous legal names used) <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 (Do not select "Expedite" fee. We do not have expedite services overseas) <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 2 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>