

DIPLOMATIC – RENEWAL or SECONDARY PASSPORT



ADULT PASSPORT OR MINOR UNDER 16 YRS

OLD (No Expedite Service Overseas)

Updated as of January 2020

Office Address:	USAG VICENZA 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	Walk-ins: Mon-Tue (0900-1130/1300-1500), Wed and Fri (0900-1130) * PRIORITY OFFICIAL/ NO FEE PPT 1-2 APPLICANTS ; Appointm. only: Thurs (0900-1130/1300-1500), Wed and Fri (1300-1500).
FORMS ONLINE	www.travel.state.gov

CHECKLIST	
<input type="checkbox"/>	Diplomatic Passport <ul style="list-style-type: none"> • FREE <p>*MUST INCLUDE DOCUMENTATION SUPPORTING THE ELIGIBILITY FOR A DIPLOMATIC PASSPORT. Copy of Applicant Travel Authorization stating Diplomatic passport is required*</p> <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 <u>and</u> copy of front/back of ID card from the absent parent*</p>
<input type="checkbox"/>	Fill out form "on-line" DS-82: <i>16 years old or older</i> ; <u>DS-11</u> : <i>15 years or younger</i> <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 name change documentation if applicable
<input type="checkbox"/>	ALL Official or No-Fee Passport MUST be turned in
<input type="checkbox"/>	MINORS: (bring all) <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"/>	1 Passport Photo per application (2x2) NO PHOTOS WITH GLASSES ACCEPTED (Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements) <ul style="list-style-type: none"> • Photo lab located at bldg 93: https://vios-europe.army.mil/ (0444-71-7508)
<input type="checkbox"/>	ID Card and Copies



INSTRUCTIONS FOR PASSPORT APPLICATION FORM:

COMPLETE ***ON-LINE*** FORM (NOT BLANK PDF FORM) APPLICATION

AT www.travel.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 VICENZA 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 issues 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). You must submit the Official/No-Fee passport with your application.</p> <p>Click Next</p>
<input type="checkbox"/>	Parent & Spouse Information (if applicable) **When lisitng parent's 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>