



USAG Italy Passport Office



Consular Report of Birth Abroad and Tourist 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

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 must be applied for before the child reaches the age of 18.

- To begin the CRBA process you must first go to the following website to complete the electronic CRBA application:
<https://docs.google.com/forms/d/e/1FAIpQLScfMW58KuYHKaXm80AO6iSY9R0liDifTCN6AwHsHXx4cKPQpw/viewform>
- To start a new application click on the Start a new online application button. For instructions click on the link below that for the Step-by-step guide to using the eCRBA system.
- Additionally, fill out the Passport application using the link on the eCRBA main page.

Fees: The CRBA fee is \$100 and payable on the site. The same applies for the passport application and you may pay online. **PLEASE ENSURE YOU BRING A COPY OF YOUR PAYMENT RECEIPT EITHER FROM THE PAYMENT WEBSITE OR FROM THE E-MAIL CONFIRMATION YOU RECEIVE AFTER PAYMENT** when you appear for your in-person portion of the application.

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.

****If you need to obtain either an Official or No-Fee passport for your child after receiving your CRBA and Tourist passport you will apply after receiving your CRBA and will need a copy of your orders with your child listed as a dependent****