



PASSPORT OFFICE CENTRAL PROCESSING FACILITY

FIRST TIME ADULT PASSPORT OR MINOR UNDER 16 YRS OLD (no expedite service overseas)

***application must be signed in front of an agent!**



Office Address:	USAG VICENZA PASSPORT OFFICE BLDG 393, VIALE DELLA PACE, 193 VICENZA ITALY 36100
Email:	usarmy.vicenza.imcom.list.cpf@mail.mil
Telephone number:	634-7721 / 6998
Office hours	Mon, Tues, Wed & Fri 0900-1130
FORMS ONLINE	www.travel.state.gov

CHECKLIST

<input type="checkbox"/>	<p>Tourist Passport</p> <ul style="list-style-type: none">o Adults (16 and older) \$135 money order*o 15 and under** \$105 money order* <p>(one per application) *money order only made out to : U.S. CONSULATE</p> <p>**Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a notarized DS 3053 or a Special Power of Attorney and front and back copy of ID card from the absent parent.</p>
<input type="checkbox"/>	<p>Fill out form "on-line" DS 11</p> <ul style="list-style-type: none">• 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
<input type="checkbox"/>	<p>Proof of Citizenship</p> <ul style="list-style-type: none">• Original Birth Certificate (long form)• Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad <p>(to order birth certificate online, www.vitalcheck.com)</p> <ul style="list-style-type: none">• Name Change documentation (if applicable)•
<input type="checkbox"/>	<p>MINORS: (Bring All)</p> <ul style="list-style-type: none">• Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate & Divorce Decree (if applicable)
<input type="checkbox"/>	<p>1 Passport Photo per application (Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements)</p> <ul style="list-style-type: none">• Photo lab located at bldg 93: www.vios.army.mil (see attached)
<input type="checkbox"/>	<p>ID Card of applicant and sponsor (if applicable)</p>