



PASSPORT OFFICE CENTRAL PROCESSING FACILITY



LOST/STOLEN/MUTILATED PASSPORT (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"/>	Tourist Passport <ul style="list-style-type: none"> o Adults (16 and older) \$135 money order* o 15 and under** \$105 money order* (one per application) *money order only made out to : U.S. CONSULATE
<input type="checkbox"/>	OFFICIAL/NO-FEE **Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a <u>notarized DS 3053</u> or a Special Power of Attorney and front/back copy of ID card from the absent parent
<input type="checkbox"/>	Fill out form "on-line" DS 11 & DS 64 <ul style="list-style-type: none"> • HANDWRITTEN FORM WILL NOT BE ACCEPTED-<u>ON-LINE FORM ONLY</u> • BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORM DS 11 • Application must be signed in front of Passport Agent
<input type="checkbox"/>	MILITARY POLICE (MP) REPORT
<input type="checkbox"/>	Proof of U.S. Citizenship <ul style="list-style-type: none"> • 2nd Passport • Original Birth Certificate (long form) • Naturalization Certificate, Certificate of Citizenship, Consular Report of Birth Abroad (to order birth certificate online, www.vitalcheck.com) <ul style="list-style-type: none"> • Name Change documentation (if applicable)
<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)
<input type="checkbox"/>	1 Passport Photo per application (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: www.vios.army.mil (see attached)
<input type="checkbox"/>	<u>OFFICIAL/NO-FEE</u> <ul style="list-style-type: none"> • <u>Soldiers</u> – TDY Orders or Task Order and Memo • <u>Civilians</u> – CPAC MEMO
<input type="checkbox"/>	ID Card