

## HOW TO:

### Apply for a Letter of Employment/VISA/Official Passport

1. For all employees serviced by the Vicenza/Livorno CPAC, an email request must be submitted from the employee at least 5 working days prior to the document being needed with the following information:

Name, Title, Series & Grade, Organization

Names and Date of Birth for all family members

Current Address.

2. Send the following email addresses:

[usarmy.vicenza.hqda-cpac.mbx-vicenza-cpac@mail.mil](mailto:usarmy.vicenza.hqda-cpac.mbx-vicenza-cpac@mail.mil)

NOTE: All information must be sent from your government email account and encrypted.

3. Once the information is verified, the CPAC provide the appropriate letter to the employee.
4. For employees who are provided courtesy services (not serviced by the Vicenza CPAC), the following additional documentation is required:

Last SF50

Overseas Tour Extension Approval