



New procedure to request a duplicate of the military parachutist license and personal jump logbook

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Have you lost your military parachuting license and/or jump logbook? Don't worry, just send a request directly to the CAPAR (Parachuting Training Center, formerly SMIPAR) in Pisa and you will receive your duplicate.

Let's now see the procedure to follow case by case, **from September 2024 the procedure has been slightly modified regarding the payment.** Below are the 3 updated options:

Option 1: License card and personal jump logbook

1. Send an email to: casezmatrvlc@cepara.esercito.difesa.it, email subject: **Payment Request for duplicate license card and personal jump logbook.** You will receive the payment slip via the PagoPA system as a response. Make the payment (the amount to be paid will be communicated at the time of issuing the slip, you can still consult the costs, as a

guideline, at [this link](#)).

2. Prepare a registered envelope containing:

- **Original payment made via PagoPA** (point 1)
- **Application on plain paper with your data specifying the type of duplicate** (you can download a template [by clicking here](#));
- **Copy of valid identity card and tax code;**
- **3 passport-sized photos, 1 of which authenticated at the municipality of residence;**
- **Copy of the loss report to the competent authorities** (Carabinieri or Police);

Send everything to:

PARACHUTING TRAINING CENTER
ADMINISTRATIVE COORDINATION SECTION
FLIGHT AND JUMP REGISTRATION
Via di Gello, 138 - 56123, Pisa

Option 2: Only license card

1. Send an email to: casezmatrvlc@cepara.esercito.difesa.it, email subject: **Payment Request for duplicate license card**. You will receive the payment slip via the PagoPA system as a response. Make the payment (the amount to be paid will be communicated at the time of issuing the slip, you can still consult the costs, as a guideline, at [this link](#)).
2. Prepare a registered envelope containing:

- **Original payment made via PagoPA** (point 1)
- **Application on plain paper with your data specifying the type of duplicate** (you can download a template [by clicking here](#));
- **Copy of valid identity card and tax code;**
- **3 passport-sized photos, 1 of which authenticated at the municipality of residence;**
- **Copy of the loss report to the competent authorities** (Carabinieri or Police);

Send everything to:

Option 3: Only personal jump logbook

1. Send an email to: casezmatrvlc@cepara.esercito.difesa.it, email subject: **Payment Request for duplicate personal jump logbook**. You will receive the payment slip via the PagoPA system as a response. Make the payment (the amount to be paid will be communicated at the time of issuing the slip, you can still consult the costs, as a guideline, at [this link](#)).
2. Prepare a registered envelope containing:
 - **Original payment made via PagoPA** (point 1)
 - **Application on plain paper with your data specifying the type of duplicate** (you can download a template [by clicking here](#));
 - **Copy of valid identity card and tax code;**

Send everything to:

PARACHUTING TRAINING CENTER
ADMINISTRATIVE COORDINATION SECTION
FLIGHT AND JUMP REGISTRATION
Via di Gello, 138 - 56123, Pisa

How much to pay?

The amount to be paid, which **will be communicated at the time of issuing the payment slip via the PagoPA system**, will be, approximately (subject to further updates and/or changes by the CAPAR Administration):

License card and personal jump logbook 28.66€:

€ 16.00 stamp duty for every 4 sheets produced (excerpt);

€ 5.00 cost of license card and personal jump logbook;

€ 7.40 reimbursement for registered mail R/R response:

€ 0.26 for each sheet produced (excerpt);

Only license card 9.90€:

€ 2.50 cost of license card;

€ 7.40 reimbursement for registered mail R/R response:

Only personal jump logbook 26.16€:

€ 16.00 stamp duty for every 4 sheets produced (excerpt);

€ 2.50 cost of personal jump logbook;

€ 7.40 reimbursement for registered mail R/R response:

€ 0.26 for each sheet produced (excerpt);