OFFICIAL & NO-FEE PASSPORT INSTRUCTIONS

Aviano Passport Office (Area F, Bldg. 1413/ Rm 142)

✉ Email: 31fss.passports@us.af.mil / DSN: 632-4718 ☎

Hours of Operation: (Closed on all U.S Holidays, Family & Wing Down Days)

Mon-Tuesday: Appointment ONLY (for NEWBORN processing)

Wed: Closed

Thu-Fri: 10 AM – 12 PM and 1:30 PM - 3:30 PM (Walk-In Hours) ◁

> Applicants should come in during these hours for processing. Schedule an appointment for group of 4 or more.

Checklist:

☐	**Passport Application** https://pptform.state.gov/ You must fill the application ONLINE by using the link above. Print page 5 & 6 ONLY (single sided) *The form filler tool will generate the correct application based on the information you provide.* Note: You MUST use the address below for mailing address. 31 FSS/FSPS Passport Agent Building 1413 Area F Aviano PN, Italy 33081
☐	**Photo** We take photos for Official/No-fee Passports. Avoid wearing white top and military affiliated clothing.
☐	**Proof of Citizenship** E.g., Birth Certificate, Naturalization Certificate, Current/Expired Passport(s)
☐	**Photo ID** (E.g., Military ID, Driver's License, Passport, Federal/State Issued ID)
☐	**Supporting Documents** Military: PCS/TDY/CED orders OR Memo in Lieu of Orders (MILO) signed by O-6 equivalent Dependents: PCS Orders OR Command Sponsorship Approval memo signed by MPF Civilian Employees & Family Members: Official Orders, SF-50, Logistical Support Letter (whichever is applicable)
☐	**Name Changes (if applicable)** Marriage Certificate, Divorce Decree, Court Order

Notes:

1. Both Parents & child must be present for applicants under the age of 16. Parent's marriage certificate or child's birth certificate required. Applicants 16-17 years old only need one parent present to show parental awareness.
2. Use your full legal name (including middle name if you have one). Permanent address must be Physical Italian Address. Dorm resident's use: Bldg. XXX Room XXX Aviano PN, Italy 33081.

Current as of: October 2023

Common mistakes:

➢ Mailing Address- You must use our Office's mailing address since the passport will be mailed to us. We will notify you via email when its ready for pickup.

➢ Mother's name should be name at birth/maiden name. Do not omit information that you know.

➢ Most recent passport information: Enter your most recent passport regardless of type (if applicable)

➢ Have you ever applied/issued a U.S Passport Book? If you have an Official or No-fee passport and are applying for your first tourist passport, answer YES and enter data from your most recent passport.

➢ Use your military email address for No-fee/Official Passport applications. Use your personal cell phone (not DSN)

➢ Children under the age of 16 must have Proof of Parental Relationship to child (Original Marriage Certificate).

FAQ:

Q: The website shows I have to pay a fee, what do I do?

A: Please disregard the fee & continue, you must proceed by selecting an option to download/print your application.

Q: This is my first Official/No-Fee passport but I already have a Tourist passport, which form do I use?

A: If your current passport was issued after the age of 16 & hasn't been expired for 15 years, use DS-82. Otherwise, you will use DS-11. The form filler tool will generate the correct application based on data you provide.

Q: Do I need to provide an emergency contact?

A: Its highly recommended but optional since we are overseas.

Q: I need to apply for my child's passport, but my spouse is deployed/unavailable.

A: Your spouse needs to fill a DS-3053 (statement of consent) and sign in front of a notary then mail the form along with front & back copy of their ID presented to the notary. This form must be signed same day as the notary and be less than 3 months old at the time of application.

Q: Which form do I use for a Lost/Stolen Passport?

A: For Lost/Stolen/Damaged passports, use DS-11. You also need to submit a DS-64 along with your DS-11 if your valid passport was lost/stolen.