

TOURIST 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.

Required Documents Checklist:

<input type="checkbox"/>	Passport Application https://pptform.state.gov/ You must fill the application ONLINE by using the link above. Print page 5 & 6 ONLY (single sided) <i>The form filler tool will generate the correct application based on the information you provide.</i> <u>Note: You MUST use the address below for mailing address:</u> 31 FSS/FSMPS Passport Office Unit 6122 APO, AE 09604	
<input type="checkbox"/>	Photo Photo must be 2"x2" and taken within 6 months. Suggest Source: Foto F.B 5, Via Sacile 2 in Aviano	
<input type="checkbox"/>	Proof of Citizenship (If you never applied for a U.S Passport, Original must be sent with application. E.g., Birth Certificate, Naturalization Certificate, Current/Expired Passport(s)	
<input type="checkbox"/>	Photo ID (E.g., Military ID, Driver's License, Passport, Federal/State Issued ID)	
<input type="checkbox"/>	Payment (Postal Money Order or Checks) Post office on base issues Money Orders (Take Debit Card)	First Adult Passport & Lost/Stolen- \$165 Adult Renewal: \$130 Children under age 16: \$135
<input type="checkbox"/>	Name Changes (if applicable) Marriage Certificate, Divorce Decree, Court Order	

Notes:

1. If you already have a U.S Passport (E.g Official/No-fee), you will need a renewal application. Children under 16 will always use a DS-11.
2. Both Parents must be present for applicants under the age of 16. Marriage certificate Required. Applicants 16-17 years old only need one parent present to show parental awareness.
3. 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.
4. If you are renewing an emergency passport for a full validity passport, you must bring the letter provided at time of issue. If you do not have this letter, you must use a DS-11 application and pay the fee.

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 put in care of Parent because the Use of our address.
- 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.
- All children must apply for a passport in person with two parents or guardians.
- Children under the age of 16 must have Proof of Parental Relationship to child (Original Marriage Certificate).

FAQ:

Q: This is my first Tourist passport, but I already have an Official/No-fee 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.

If you already have an Official/No-fee passport, when the application asks you if you already have a Passport, please fill out the online form as follows:

Your Most Recent Passport

Have you been issued any of the following? *

Passport Book Passport Card Both None

Passport Book

Do you still have the book in your possession? *

Yes No, it was Lost

Yes, but it was Damaged or Mutilated No, it has been Stolen

NOTE! By selecting Yes you will be required to submit your book with your application.

The date your most recent passport book was issued (MM/DD/YYYY):

Newest date

Your name as printed on your most recent book:

First and Middle Name:

John

Last Name:

Doe

Book number:

111111111

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.

Helpful Tip:

If you have a name change through marriage/divorce/court order within 1 year from the date your most recent tourist passport was issued, you do not need to pay a fee. The form filler will generate a DS-5504.

