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:

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>
Note: You MUST use the address below for mailing address: 31 FSS/FSMPS Passport Office Unit 6122
APO, AE 09604
Photo
Photo must be 2"x2" and taken within 6 months. Suggest Source: Foto F.B 5, Via Sacile 2 in Aviano
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)
Photo ID
(E.g., Military ID, Driver's License, Passport, Federal/State Issued ID)
Payment (Postal Money Order or Checks) First Adult Passport & Lost/Stolen-\$165 Adult Renewal: \$130
Post office on base issues Money Orders (Take Debit Card) Children under age 16: \$135
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:

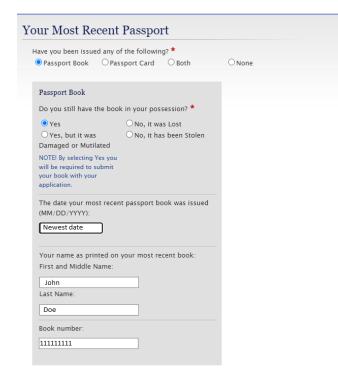
- Mailing Address- You must use our Office's mailing address since the passport will be mailed to us. We will notify you via email when its ready for pickup.
- Mother's name should be name at birth/maiden name.
- > Do not put in care of Parent because the Use of our address.
- Most recent passport information: 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:



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.