NEWBORN REGISTRATION GUIDE

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

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

Hours of Operation:

Mon-Tues-Thurs: Appointment ONLY 9:00-12:00 // 13:30-15:00

Wed: Closed

Friday: Walk-in hours for **PASSPORT PICK UPS ONLY** 9:00-12:00 // 13:30-15:00

To make, change or cancel an appointment, please email us with the following information: DOB of Child, Contact #, Sponsor's name and Email address.

Birth of U.S Citizens Abroad Registration Process

First Appointment: Consular Report of Birth Abroad (CRBA) and Tourist Passport- (eCRBA link below) https://docs.google.com/forms/d/e/1F (**Access with personal computer only**).

Please bring all the original documents uploaded in your ECRBA account and the DS-11 at your appointment: (**Both Parents and Child must be present**)

- DS-11: Application for U.S Passport (Complete the form online: https://pptform.state.gov/)
- Payment for both applications should be online for $ 235.00 total. I f you made the online payment for the CRBA only ($100), please go to https://www.pay.gov/public/form/start/1274042472/ and pay the $135 tourist passport fee. You must print out and bring the payment confirmation with you. If you are unable to pay online, you can buy a money order for $ 135.00 at the Aviano Post Office to complete your child's Tourist Passport Application.
- Child's Italian Birth Certificate and Translation
- Parent's Passports (or Birth Certificate)
- Parent's Marriage Certificate (if applicable)
- Parent's Divorce Decree (If previously Married)
- Proof of U.S. Citizenship: Parent's Military ID and Driver's License, Passport , Birth Certificate, or Certificate of Naturalization
- Proof of Physical Presence in the United States of the U.S. citizen parent(s). Good examples of proof of physical presence include school records, University transcript, employment records, Career Data Brief from vMPF (Military only)

  Note: If CDB has less than 5 years of service, additional proof of physical presence must be submitted. Examples include: School transcripts (not diploma), employment, medical records, utility bills, rent receipts, public documents.

Second Appointment: No-fee Passport and SSN Application

We will notify you via email when your child's CRBA and Tourist Passport is ready for pickup. When you arrive, you can schedule an appointment for No-fee passport and SSN. Note: You can also schedule an appointment for Soggiorno Office.

- DS-11: Application for U.S Passport (Complete the form online: https://pptform.state.gov/)
- Child's Photo (provided at first appointment/ or bring your own that meets passport requirements)
- Child's CRBA and Passport
- Parent's Military ID
- Marriage Certificate
- Command Sponsorship Letter signed by MPF
- DD form 1172 (DEERS verification)

Social Security card will arrive your mailbox within 30 days. Please take it to the DEERS office to update your record.

Please see Instructions on back

DS-11 Instructions:

- ➢ Use the link provided to fill out the form. You only need to print Page 5 & 6 single sided.
- ➢ Use all zeros for Social Security Number.
- ➢ Tourist Passport Address for Mailing Address: 31 FSS/FSMPS Passport Office Unit 6122 APO, AE 09604
- ➢ No-Fee Passport Address for Mailing Address: 31 FSS/FSPS Passport Agent Building 1413 Area F Aviano PN, Italy 33081
- ➢ Do not put in care of Parent because the Use of our address.
- ➢ Mother's name should be maiden name. Please do not type current name.
- ➢ Permanent address must be physical Italian address.

DS-2029 Instructions:

- ➢ You can find this form on google search or using this link: https://eforms.state.gov/Forms/ds2029.PDF
- ➢ Fill and print pages 4 through 8 single sided. Do not print Instruction pages as we will not submit those.
- ➢ Please refer to pages 1 and 2 for instructions on filling out the form.
- ➢ Power of Attorney If one parent is not available.

Social Security Application Instructions:

- ➢ You can find this form on google or using this link: https://www.ssa.gov/forms/ss-5.pdf
- ➢ Only fill out and print the last page.
- ➢ Please refer to pages 1 through 4 for instructions on filling out the form.