

# TOURIST PASSPORT INSTRUCTIONS

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

 Email: [31fss.passports@us.af.mil](mailto:31fss.passports@us.af.mil) / DSN: 632-4718 

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

Monday-Tuesday-Thursday: Appointment ONLY 9:00AM -12:00PM and 1:00 PM TO 3:00PM

Wed: Closed

Friday CRBA and Passport PICK UP ONLY: 9:00 AM – 12 PM and 1:00 PM - 3:00 PM

### Required Documents Checklist:

<input type="checkbox"/>	<b>Passport Application</b> <a href="https://pptform.state.gov/">https://pptform.state.gov/</a> 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> <b>Note: You MUST use the address below for mailing address:</b> 31 FSS/FSMPS Passport Office Unit 6122 APO, AE 09604	
<input type="checkbox"/>	<b>Photo</b> Photo must be 2"x2" and taken within 6 months. Suggest Source: BX or Emotion Photography, Via Sacile 2 in Aviano	
<input type="checkbox"/>	<b>Proof of Citizenship</b> (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"/>	<b>Photo ID</b> (E.g., Military ID, Driver's License, Passport, Federal/State Issued ID)	
<input type="checkbox"/>	<b>Payment</b> (Postal Money Order ONLY) 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"/>	<b>Name Changes</b> (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.
- 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.

### **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.

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.