

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

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/1FAIpQLScfMW58KuYHKaXm80AO6iSY9R0liDlftCN6AwHsHXx4cKPQpw/viewform>

(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 the CRBA is \$100 at the time of the application
- 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
- Proof of U.S. Citizenship: Parents' Passports and/or Birth Certificate/Naturalization
- Parents' Marriage Certificate (if applicable)
- Parents' Divorce Decree (If previously Married)
- Parents' Military ID and Driver's License
- 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
- Parents' Military ID
- Original Italian Birth Certificate and translation
- Command Sponsorship Letter signed by MPF
- DD form 1172 (DEERS verification) and blue medical form

Social Security card will arrive your mailbox within 6-8 weeks. Please take it to the DEERS office to update your record.

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.

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.