

SPECIAL ISSUANCE PASSPORT INSTRUCTIONS

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

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

STEP 1: Pre-Appointment Preparation (To Be Done by All Applicants):

<input type="checkbox"/>	<p>Go to https://pptform.state.gov/ Fill out the application completely and accurately. Pay close attention to:</p> <p>Mailing Address: Use the passport office address: 31 FSS/FSPS Passport Office, Building 1413 Area F, Aviano, Italy 33081.</p> <p>Permanent Address: Use your physical Italian home address or dorm address (Building #, Room # Aviano PN, Italy 33081.).</p> <p>Parental Information: Use the mother's name at birth (if filling out DS-11)</p> <p>Print pages 5 and 6 ONLY. The printout must be single-sided.</p>
<input type="checkbox"/>	<p>Passport Photos: Official passport photos will be taken at our office during your appointment unless you would like to provide your own.</p> <p>Locations: Base Exchange (BX) or Emotion Photography (Via Sacile 2, Aviano).</p> <p>CRITICAL: Do not wear white clothing or your uniform to the appointment, as photos cannot be taken with this attire.</p>

STEP 2: Required Justification Documents

<input type="checkbox"/>	<p>You must bring official proof justifying the need for a special issuance passport. Bring the documents that apply to your status:</p> <p>For Military Personnel (bring one):</p> <ul style="list-style-type: none">• Orders to a country that requires an official passport per the Foreign Clearance Guide.• MILO signed by an O-6 or equivalent and approved by PSD.• Approved DTS authorization with LOA.• Approved waiver from PSD. <p>For Dependents (bring one):</p> <ul style="list-style-type: none">• PCS orders (include SURF if you have extended your tour in Italy).• Command Sponsorship memo signed by MPF. <p>For Civilian Employees & Family Members:</p> <ul style="list-style-type: none">• Employment verification letter AND Original Orders.
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STEP 3: Checklist of Documents to Bring to the Appointment

<input type="checkbox"/>	<p>Completed Application: Pages 5 and 6, printed single-sided.</p> <p>Passport Justification Documents: As listed in Part 2.</p> <p>Proof of U.S. Citizenship (Original Document):</p> <ul style="list-style-type: none">○ U.S. Birth Certificate/CRBA*, OR○ Naturalization Certificate, OR○ A previous U.S. Passport. <p>Valid Photo ID: Military ID, Driver's License, or other Federal/State Issued ID.</p> <p>All Valid Passports: You must bring every valid passport you have (e.g., official, no-fee, tourist).</p> <p>Name Change Document (if applicable): Original marriage certificate, divorce decree, or court order.</p>
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STEP 4: Specific Requirements for Minors & Dependents:

<input type="checkbox"/>	<p>Note: All minors, regardless of age, must be present at the appointment.</p> <p>Sponsor's SSN Acknowledgement:</p> <ul style="list-style-type: none">• All dependents must be prepared to provide the sponsor's Social Security Number (SSN). <p>For Minors Aged 15 and Younger:</p> <ul style="list-style-type: none">• Both parents must be present at the appointment.• Bring the minor's original birth certificate (U.S. version or Consular Report of Birth Abroad - CRBA). Note: If you have a CRBA, you must also bring the original foreign birth certificate and the English translation if it is not in English.• If one parent cannot attend, you must bring an original, completed, and notarized DS-3053 form from the absent parent, along with a front-and-back copy of their ID. <p>For Minors Aged 16 and 17:</p> <ul style="list-style-type: none">• At least one parent must be present at the appointment. <p>For Sole Custody:</p> <ul style="list-style-type: none">• If you have sole custody, you must bring the original court order proving it. A Power of Attorney is not sufficient.
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STEP 5: Book an Appointment

<https://forms.osi.apps.mil/r/hjPTk9KpT2>

