

# 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 

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

<input type="checkbox"/>	<p>Go to <a href="https://pptform.state.gov/">https://pptform.state.gov/</a> Fill out the application completely and accurately. Pay close attention to:</p> <p><b>Mailing Address:</b> Use the passport office address: 31 FSS/FSMPS Passport Office, Unit 6122, APO, AE 09604.</p> <p><b>Permanent Address:</b> Use your physical Italian home address or dorm address (Building #, Room # Aviano PN, Italy 33081.).</p> <p><b>Parental Information:</b> Use the mother's name at birth (if filling out DS-11)</p> <p>Print <b>pages 5 and 6 ONLY</b>. The printout must be single-sided.</p>
<input type="checkbox"/>	<p><b>Get Passport Photos:</b> Photos must be <b>2x2 inches</b> and taken within the last <b>6 months</b>.</p> <p><b>Locations:</b> Base Exchange (BX) or Emotion Photography (Via Sacile 2, Aviano). <b>CRITICAL:</b> Do not use Italian photo booths, as they are the incorrect size. Do not wear eyeglasses, white clothing, or your uniform in the photo.</p>
<input type="checkbox"/>	<p><b>Obtain Payment:</b></p> <p>You must get a <b>money order</b> from the Post Office on base or from Community Bank on Area 1. Get <b>one money order per applicant</b>. <b>Leave the money order blank.</b> It will be filled out during your appointment.</p> <p><b>Fees:</b></p> <ul style="list-style-type: none"><li>- First Adult Passport (16+) or Lost/Stolen: <b>\$165</b></li><li>- Adult Renewal: <b>\$130</b></li><li>- Children under age 16: <b>\$135</b></li></ul>

## STEP 2: Checklist of Documents to Bring to the Appointment

<input type="checkbox"/>	<ul style="list-style-type: none"><li>• <b>Completed Application:</b> Pages 5 and 6, printed single-sided.</li><li>• <b>Passport Photos:</b> One 2x2 inch photo meeting all requirements.</li><li>• <b>Proof of U.S. Citizenship (Original Document):</b><ul style="list-style-type: none"><li>○ U.S. Birth Certificate/CRBA*, OR <b>*CRBA: REQUIRED</b> to bring original foreign BC and translation if BC is not in English</li><li>○ Naturalization Certificate, OR</li><li>○ A previous U.S. Passport.</li></ul></li><li>• <b>Valid Photo ID:</b> Such as a Military ID, Driver's License, or other Federal/State Issued ID.</li><li>• <b>All Valid Passports:</b> You must bring every valid passport you have (e.g., official, no-fee, tourist).</li><li>• <b>Blank Money Order:</b> For the exact fee amount.</li><li>• <b>Name Change Document (if applicable):</b> Original marriage certificate, divorce decree, or court order.</li></ul>
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### **STEP 3: Specific Requirements for Minor Applicants**



**Note: All minors, regardless of age, must be present at the appointment.**

**For Minors Aged 15 and Younger:**

- 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.

**For Minors Aged 16 and 17:**

- At least one parent must be present at the appointment.

**For Sole Custody:**

- If you have sole custody, you must bring the original court order proving it. A Power of Attorney is not sufficient.

### **STEP 4: Book an Appointment**

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

Passport Checklist and  
Appointment Booking

