

OFFICIAL and NO-FEE PASSPORT INFORMATION SHEET

23 April 2015

Aviano Passport Office: DSN 632-4593/4807, Commercial 0434-30-4593/4807

Email: 31fss.passports@us.af.mil or Visit us online at www.31fss.com

1. U.S. PASSPORT APPLICATION FORM:

- Complete on-line at <https://pptform.state.gov>. **Handwritten forms will NOT be accepted.** Use the website to apply for all passport types; Official, No-Fee, Tourist or Diplomatic.
NOTE: The website is subject to change at any time.
- Under tab "Apply Online" click "Submit".
 - If passport was lost, stolen, or damaged use the tab "Report Lost or Stolen". This will produce a DS-64 "Statement Regarding a Lost or Stolen Passport" which is required.
- Answer **all** of the wizard questions as accurately as possible.
- At "Where should the passport be mailed?" you must use the Passport Office's physical address (see example below). After entering address, when asked "Is this your permanent address?" click "No" and enter your PSC, APO information.

For the "Mail To" (Mailing Address):

Address Line 1: **Passport Agent**
Address Line 2: **Bldg 1413 Area Flight Line**
City: **Aviano PN**
Country: **Italy**
Zip Code: **33081**

For "Permanent Address":

Address Line 1: **(Use your PSC and Box Number)**
City: **APO**
Country: **United States**
State: **AE - AF Europe**
Zip Code: **(Use your PSC ZIP Code)**

- Two Phone Numbers Are Required: 39xxxxxxx Home or Cell, then click "Add Another Number" 39043430xxxx Work *This phone number is MANDATORY*
- Enter most recent U.S. Passport information (regardless of type), and bring all passports when applying.
- For name changes: Marriage certificate, divorce decree or official court documents are required. A form DS-5504 "Name Change, Data Correction, and Limited Passport Book Replacement" will be produced.
- Common Errors: Not using parent's name AT BIRTH. Not spelling out middle name. Mismatch between name on ID or birth certificate and name on application.
- At "Summary of Passport Fees" click in box "Passport Book Fee" and click "Next" (even for No-Fee passports). **Do not** select any other items (such as Expedite or Passport Card) because they are not available in Italy.
- If "Delivery Options" appears, ignore it and click "Next" button.
- Scroll down to bottom of page and click box next to "I have read and acknowledge the steps and information contained above."
- Directly below the box click "Create Form".
- Click "Open" then **PRINT PAGES 5 & 6 ONLY** (as applicable)! Ensure there is a bar code in the upper left hand corner of page 5 (except DS-64s). Applications can't be processed without barcode.

2. ADDING VISA PAGES TO EXISTING PASSPORTS:

- Use website tab "Add Visa Pages" and click on "Submit". This will produce a DS-4085 "Application for Additional Visa Pages." Follow instructions in part 1 above.

3. PROOF OF CITIZENSHIP:

- **CHILDREN (15 and younger):** Birth Certificate (Original or Certified Copy) & **all** Passports. **BOTH Parents and Child MUST Be Present!** Or, provide a notarized DS-3053 "Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor under Age 16" **along with a copy of the non-applying parents ID Card.**
- **ADULT:** All Passports (Current or Expired **or** Original or Certified Copy of Birth Certificate **or** Original Naturalization Certificate or Certificate of Citizenship.

4. PHOTOS: Will be taken by the Passport Agent at the time you submit your application.

5. REQUIRED DOCUMENTS (as applicable):

- Military members require orders (with PPC)/tasking letter/statement of need signed by their commander.
- Dependents of Active Duty require **PCS orders** (DD Form 899) listing each dependent **or** a copy of the approved **Command Sponsorship Package.**
- DoD Civilian employees and dependents require a **copy of orders that brought them to Italy.**
- Non-Appropriated Fund Employees require a **Logistical Support Letter from the FSS Commander.**
- AAFES Employees require a **Logistical Support Letter signed by the Human Resources Director.**
- DoDDS teachers and their dependents need a copy of **MOST RECENT orders.**

PASSPORT OFFICE HOURS

Appointments ONLY

Monday-Tuesday

Appointment Hours

Wednesday-Friday

0900-1000

1500-1600

Walk-In Hours

Wednesday-Friday

0800-0900

1000-1200

1300-1500

***Note:** Passport Office is CLOSED on Family Days, Holidays and Mandatory Briefings (Mondays, and the 1st and 3rd Tuesdays of the Month).

APPOINTMENTS are intended for groups/families/members that cannot come during walk-in hours. To schedule an appointment call 632-4593/4807 or e-mail: 31fss.passports@us.af.mil