

# OFFICIAL and NO-FEE PASSPORT INFORMATION SHEET

As of: 1 September 2011

**Aviano AFB Passport Office:** DSN 632-4593, Commercial 0434-30-4593

Email: [31fss.passports@aviano.af.mil](mailto:31fss.passports@aviano.af.mil) or Visit us online at <http://www.31fss.com/passport.htm>

## 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.
- Place a check mark in the box "I have read the Privacy and Computer Fraud and Abuse Acts Notices and Disclaimers."
- Click on "Submit" button.
- Under tab "Apply Online" click on "Submit" button. This is for ordinary new or renewal applications.
  - 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 completely as possible to speed processing of your application.
- 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, Box and 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: 39xxxxxxxx Home or Cell, then click "Add Another Number" 39043430xxxx Work *This phone number is MANDATORY*
- If you have a current U.S. Passport (regardless of type), mark that you do and it is in your possession (if so). Bring it with you to the passport office 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: Entering mother's married name instead of "**name given 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" button (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" button.
- Click "Open" button then **PRINT PAGES 5 or 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” button. 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). Original documents are sent with application and returned when the passport book is completed. **Both Parents and Child Must Be Present** or provide an original 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 parent’s ID Card.**
- **ADULT:** Passport (Current or Expired) **or** Original or Certified Copy of Birth Certificate **or** Original Naturalization Certificate or Citizenship Certificate.

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

## **5. ADDITIONAL FORMS/DOCUMENTS REQUIRED (as needed):**

- Military members require a **statement of need** memo signed by their commander. Many memos are already on file in the Passport Office, contact us for more information.
- Dependents of Active Duty require a **copy of PCS orders listing each dependent in the Dependent block of the DD Form 899 or copy of approved Command Sponsor 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.**

## **OFFICE HOURS**

### **Monday – Friday**

- 0730-0800, Closed For Document Processing
- **0800-0900, Walk-Ins**
- 0900-1000, Appointments for birth registrations, and group/family processing
- **1000-1300, Walk-Ins**
- 1300-1400, Appointments for birth registrations, and group/family processing
- **1400-1500, Walk-Ins**
- 1500-1600, Appointments for birth registrations, and group/family processing

**APPOINTMENTS are intended for groups/families of 3 to 7 or for members who cannot come during walk-in hours.**