

# TOURIST PASSPORT INFORMATION SHEET

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 passport should 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.

<b><u>For the "Mail To" (Mailing Address):</u></b>	<b><u>For "Permanent Address":</u></b>
Address Line 1: <b>Passport Agent</b>	Address Line 1: <b>(Use your PSC and Box Number)</b>
Address Line 2: <b>Bldg 1413 Area Flight Line</b>	City: <b>APO</b>
City: <b>Aviano PN</b>	Country: <b>United States</b>
Country: <b>Italy</b>	State: <b>AE - AF Europe</b>
Zip Code: <b>33081</b>	Zip Code: <b>(Use your PSC ZIP Code)</b>
- Two Phone Numbers Are Required: 39xxxxxxx 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 maiden name. 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 above.

## **3. PROOF OF CITIZENSHIP**

- **CHILDREN (15 and younger):** Birth Certificate (Original or Certified Copy).  
**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:** Passport (Current or Expired) or Original or Certified Copy of Birth Certificate or Original Naturalization Certificate or Certificate of Citizenship.

## **4. PHOTOS: FOR TOURIST PASSPORTS THEY MUST BE PROVIDED BY THE CUSTOMER.**

- All photos must meet American passport requirements.
  - ✓ Two 2” x 2” color photos, printed on thin photo paper.
  - ✓ Clear, front view, full face with white/off-white background
  - ✓ No hats (unless worn for religious reasons)
  - ✓ No uniform items (military or civilian)
  - ✓ Glasses, hearing devices, wigs, facial jewelry, etc. can be worn if they are consistently worn (no glare on glasses lenses)
  - ✓ Dark glasses or non-prescription tinted lenses can be worn only for medical reasons and must be supported by medical certificate
- **SUGGESTED SOURCES:**
  - ✓ Website “epassportphoto.com”
  - ✓ “Gislon Fotografia” at Via San Giorgio 7, Aviano, phone 0434-651139
  - ✓ FB5 at , Via Sacile, Aviano, phone: 0434-655157
  - ✓ Any other source that will produce U.S. spec passport photos

## **5. FEES:**

- **U.S. Money Order ONLY**, no checks, cash, or credit cards. One money order per application. **Make Money Order Payable to the U.S. Consulate.**
  - ✓ **\$135 Adults**, First Time Applicant, Age 16 and Older **OR** To Replace Lost/Stolen Passport
  - ✓ **\$110 Adults**, Renewal (regardless of current/expired passport type)
  - ✓ **\$105 Children**, 15 and Younger
  - ✓ **\$82 Additional Visa Pages**

## **OFFICE HOURS**

**Monday – Friday (Closed on U.S. Federal Holiday and USAFE Family Days)**

- ✓ 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.**