

Checklist for initial, children under the age of 16, damaged, or lost passports

YOU MUST HAVE ALL REQUIRED DOCUMENTATION ON HAND INCLUDING COPIES OF DOCUMENTS.

Get your passport photo at **The Print Shop**. Torii Bldg, Rm 1453 | 226-9272

- Go to <http://japan.usembassy.gov/e/tacs-main.html> and complete the DS-11. You must complete the online version of the application from the U.S. Embassy website and then print once it is completed. The embassy does not accept any hand-written or PDF versions of the passport application. You cannot expedite from an overseas location. *Please ensure you read all information regarding passport processing and your situation.

- Obtain 2 passport photos (2x2 with white background-not in military uniform)

Marketing & Publicity located in the Torii Building is recommended. The photo MUST have been taken within 6 months and cannot match your no-fee passport.

- Copy of Military and / or Dependent ID card (front and back)
Copies of both parents ID cards are required for 16 and under.
Child and both parents must be at appointment.
- Original and Copy of Proof of U.S. Citizenship (i.e. Original Birth Certificate, Original Naturalization Certificate (Raised Seal or Embossed Ink)) Copies must be single sided.
- Two Mailing Envelopes: 8x11 or larger for APO Service or Expack 510 mailers for overnight service. Expacks are available at the Japanese post office for 510 yen. If you would like your valid no-fee passport returned, please include an additional 8x11 envelope as well as a letter informing the embassy to return the no-fee passport.

FOR QUICKER, DIRECT SHIPPING, USE EXPACK ENVELOPES

- Address one envelope to the Embassy and a return envelope to your PSC Box. Addresses are as follows:

If you are using the Military Post office:

American Embassy Passport Section, Unit 9800, Box 114, APO, AP 96303-0114

ONLY USE THE BELOW ADDRESS IF USING JAPANESE EXPACKS

If you are using a Japanese Post office:

1-10-5 Akasaka, Minato-ku, Tokyo, Japan 107-8420

You will also need to address the envelopes utilizing the Japanese address: **Your name, Box # (do not put PSC in front), Misawa Air Base, Misawa-Shi, Aomori-ken 033-0012**

- Most Recent Issued Passport—**For Children Under 16** (if the most recent passport issued was an official “red book” passport for a dependent, you will send that passport)
- **If either parent cannot be present**, you will need an original notarized DS 3053 as well as a photocopy of the non-applying parent's ID card (front and back)
- Original and Copy of Marriage or Divorce Decree (if name is different from birth certificate)
- Money Order from Post Office or Community Bank
Please make the money order payable to: US Embassy, Tokyo, Japan. Also, please fill out the “from” portion on the money order. You will need to include your full name and complete address on the money order.
Under 16: \$105.00; 16 and over: \$135.00
- Contact ITT for any questions relating to tourist passports at 226-3555

Checklist for renewal or name change passports

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Please refer to this checklist if you currently have a no-fee passport, are over the age of 16, and have never had a tourist passport.

- Go to <http://japan.usembassy.gov/e/tacs-main.html> and complete the DS-82 (for children under the age of 16 or if a previous passport was issued to the applicant while they were under the age of 16, please use the initial checklist). You must complete the online version of the application from the U.S. Embassy website and then print once it is completed. The embassy does not accept any hand-written or PDF versions of the passport application. (You cannot expedite from an overseas location.) *Please ensure you read all information regarding passport processing and your situation.

- Obtain 2 passport photos (2x2 with white background-not in military uniform)

Marketing & Publicity located in the Torii Building is recommended. The photo MUST have been taken within 6 months and cannot match your no-fee passport.

- Copy of Military and / or Dependent ID card (front and back)
- Two Mailing Envelopes: 8x11 or larger for APO Service or Expack 510 mailers for overnight service. Expacks are available at the Japanese post office for 510 yen. If you would like your valid no-fee passport returned, please include an additional 8x11 envelope as well as a letter informing the embassy to return the no-fee passport.

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If you are using a Japanese Post office:

1-10-5 Akasaka, Minato-ku, Tokyo, Japan 107-8420

You will also need to address the envelopes utilizing the Japanese address: **Your name, Box # (do not put PSC in front), Misawa Air Base, Misawa-Shi, Aomori-ken 033-0012**

- Your most recent passport
**Note: If your most recent passport was issued within the last 15 years and you were age 16 or over, complete form DS-82.
Otherwise, complete form DS-11.**
- Original and copy (copy must be single sided) of Marriage Certificate or Divorce Decree
**FOR NAME CHANGE ONLY:
If your passport was issued within 1 year of marriage, you will need to complete DS 5504 and there will be no additional fee.**
- Money Order from Post Office or Community Bank
**Please make the money order payable to: US Embassy, Tokyo, Japan. You will also need to include your full name and complete address on the money order.
Amount: \$110.00**
- Contact ITT for any questions relating to tourist passports at 226-3555