

# U.S. PASSPORT APPLICATION (FORM DS-11); MISC INFORMATION

(revised February 25, 2014)

## APPLYING FOR A FEE PASSPORT (TOURIST BLUE PASSPORT) – It takes 4~5 weeks

Never has a passport book/card issued after your 16<sup>th</sup> birthday

❶ **DS-11:** Application form. You **MUST** fill out this form on line. Please access the web site and choose “complete on line and print” at <http://travel.state.gov/content/passports/english/passports/new.html>, and print Page 5 and 6 in separate page, so that your application shows **2D BARCODE**.

If you search at “Google” and type “DS-11.” Then click on [Get a passport - Bureau of Consular Affairs - US Department of State](#) **Do not sign the form until you are told so.** “Mailing address” of DS-11 is your FPO AP address, not address in the U.S.

❷ **Evidence of U.S. citizenship**, i.e. an original birth certificate. See **“Note” on the reverse**. If your name was changed by marriage/court order, etc., attach any related document(s).

❸ **One (1) passport size photograph** (2x2 inches): **See the reverse page for more information.**

❹ **Fee: \$135.00 -- U.S. Postal money order** for 16 years of age or older (10 years valid):  
**\$105.00 – U.S. Postal money order** for those under 16 years old (5 years valid):

The money order should be of a **U.S. Postal money order or Community Bank International money order**. “payable to **“U.S. Embassy Tokyo”**; **NO Navy Federal Cashier’s Check**

❺ If the applicant is under 16 years old, his/her **original U.S. birth certificate** that shows the parents’ names are/is required. Please bring your child(ren) together along with these required documents.

\*\*\*\*If you are locally hired employee as a civilian component worker or his/her dependent, and request for an endorsement of SOFA status in your fee passport, submit the original letter of current employment signed by the proper employer.

## APPLYING FOR A NO-FEE PASSPORT OF YOUR DEPENDENT – It takes 5~6 weeks

This applies to **minor** dependent(s) of accompanied toured sponsor. Please prepare the following:  
The No-fee/Official passports are processed at the Special Issuance Agent in Washington.

❶ **DS-11:** Application form. You **MUST** fill out this form on line. Please access the web site and choose “complete on line and print” at <http://travel.state.gov/content/passports/english/passports/new.html>, and print Page 5 and 6 in separate page, so that your application shows **2D BARCODE**.

If you search at “Google” and type “DS-11.” Then click on [Get a passport - Bureau of Consular Affairs - US Department of State](#) **Do not sign the form until you are told so.** “Mailing address” of DS-11 is your FPO AP address, not address in the U.S.

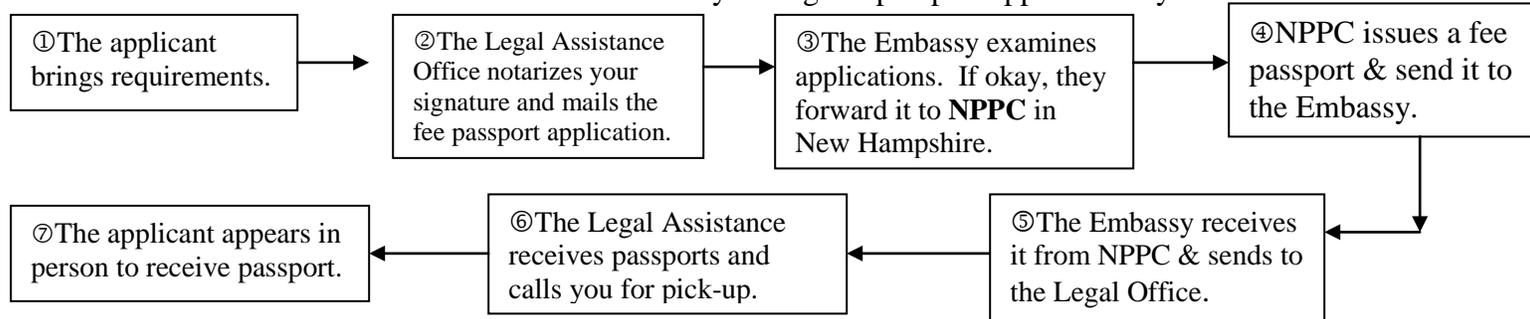
❷ **Your proof of U.S. citizenship**, i.e. current expired/expiring passport.

❸ **One (1) passport size photograph** (2x2 inches): **See the reverse page for more information.**

❹ **“DD Form 1056” Request for No-fee passport** - (only for command-sponsored dependent):  
Your unit’s authorized personnel/admin officer (E-7 above) needs to affirm/certify your status as command-sponsored tour and your dependents under the tour. Sample is provided with this instruction. <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1056.pdf>

❺ If the applicant is under 16 years old, his/her **original U.S. birth certificate** that shows the parents’ names are/is required. Please bring your child(ren) together along with these required documents.

The flow chart below shows how our office assists your regular passport application by mail.



===== **NOTES FOR YOUR INTERESTS** =====

**Proof of U.S. Citizenship (NO COPY):** Any documents with original signature and seal from below list:

1. Your current/expiring/expired U.S. Passport book or card issued before 16<sup>th</sup> birthday; or
2. **Certified copy** of your U.S. birth Certificate **issued by your State registrar**: It must include your full name, date and place of birth, sex, date the birth record was filed, the seal or other certification of the official custodian of such records (state, or city/town office), and ***the full names of your parent(s)***.

**NO "ABSTRACT."** **A hospital record is NOT the evidence of your U.S. citizenship: It is unacceptable.**

In order to obtain one from your birth State, please see the note below with internet URLs for more details.

\*\*The abstract of CA birth certificate is not acceptable as proof for issuance of U.S. Passport

3. Naturalization certificate (original) or Certificate of Citizenship (original)
4. Consular Report of Birth Abroad, if the birth occurs outside of U.S. soil.

**Note:** Through internet, please try at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> ,  
[http://www.travel.state.gov/passport/get/first/first\\_825.html](http://www.travel.state.gov/passport/get/first/first_825.html), <http://www.usbirthcertificate.net/>, or  
<http://www.vitalchek.com/?clicked=1>

**Name discrepancy:** If your current first/middle/last name is different from the name on your primary evidence of U.S. citizenship, by marriage, divorce, adoption, or court order of changing/amendment, please attach the **official certified copy** of this change. Through internet, please access to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> or [http://travel.state.gov/vital\\_records\\_services.html](http://travel.state.gov/vital_records_services.html)

**Photograph – one** color and **2x2** inch size; and must be taken **in last 6 months**, with clear, front view, full face, in civilian attire without a hat or dark glasses, with **WHITE** background. **For a baby, the eyes must be open.**

Fee passport applicant: any photo shop/booth **off-base**; Please see the size on DS-11 form

Official or No-Fee blue passport applicant: Ask Combat Camera (253-5931) at Bldg 1 for more info.

**Notarization (Signature): PLEASE SET UP APPOINTMENT WITH LEGAL ASSISTANCE OFFICE AT 253-5594, UPON ASSEMBLING THE REQUIRED DOCUMENTS. OR WALK-INS AVAILABLE BETWEEN 08:00~11:30 and 13:00~16:00 MONDAY THROUGH FRIDAY.**

If applying for a child under the age of 16, **BOTH PARENTS MUST** sign for the child at the Legal Assistance Office, together. In order to identify the child, please bring him/her along the application form.

If only one parent applies, the parent must establish his/her sole custody of the child by a written document, i.e. divorce/death certificate, or have the other parent's written consent (DS-3053). For further questions, please ask Legal Assistance Office. Or please access to [http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)

Any applicant over 16 years old needs to appear in person for his/her own notarization with I.D. card.

**Fee:** Form of Payment must be by a postal or international **money order payable to "U.S. Embassy Tokyo; Unit 9800 Box 114 APO AP 96303-0114."** Money order from Post Office or Community Bank is all accepted. Any personal check or bank check is **not** acceptable. **No cash either.** **No NFCU cashier's check.**

**Who mails your package?:** The Legal Assistance Office mails your application with other supporting documents to the American Embassy in Tokyo by MPS. The completed passport will be sent to the Legal Assistance Office by Japanese mail system. The Embassy will never mail your passport(s) to your address in the U.S., NOR the Legal Assistance Office will.

**In a case of emergency:** **Please bring any supporting documents to prove; i.e. red cross message, or unit commanding officer's emergency order. The American Embassy may consider the case if you provide those documents. Also it is recommended that you mail the package by a Japanese commercial carrier for those emergency case, at your expense.**

**Other useful web site for your inquiries:** [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

**For any further questions, please call the Legal Assistance Office at 253-5594/1/2.**