

RENEWAL APPLICATION (DS-82) FOR U.S. PASSPORT BY MAIL
MICELLANEOUS INFORMATION
(Revised: February 25, 2014)

Any applicant to renew his/her passport by mail must meet the following three conditions:

- ① You must have been issued a U.S. Passport and/or Card in your name within the past 15 years; and
- ② You must have been age **16 or older when your most recent passport/card was issued**; and
- ③ You must submit your most recent passport/card with this application.

FEE PASSPORT (Regular BLUE and 10 years validity) APPLICANT requires:

- ① **DS-82**; Application form. You **MUST** fill out this form on line, and print Page 5 and 6 in separate page, with **2D BARCODE**. Go to “Google” and type “DS-82 form on line” and click the first one stating “**Renew a Passport**” - <http://travel.state.gov/content/passports/english/passports/renew.html> “Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② **One (1)** color passport photograph (2x2 inch); must be clear, front view, full face, in civilian attire Without a hat or dark glasses, with a plain light **white background, & taken within last 6 months**.
- ③ **\$110.00 MONEY ORDER** payable to U.S. Embassy, Tokyo.
- ④ Your most recent passport (expired/expiring/valid) or passport card (original)
- ⑤ Copy of your military/civilian I.D. card (both sides) – Legal Assistance Office makes a copy for you.

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

NO-FEE PASSPORT (BLUE) APPLICANT (military accompanied dependents) requires:

- ① **DS-82**; Application form. You **MUST** fill out this form on line, and print Page 5 and 6 in separate page, with **2D BARCODE**. Go to “Google” and type “DS-82 form on line” and click the first one stating “**Renew a Passport**” - <http://travel.state.gov/content/passports/english/passports/renew.html> “Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② **One (1)** color passport photograph (2x2 inch); must be clear, front view, full face, in civilian attire without a hat or dark glasses, with a plain light **white background, and taken within last 6 months**.
- ③ “**DD Form 1056**” – **Request for No-fee passport** - (only for command-sponsored dependent); Your unit’s authorized personnel/admin officer (E-7) needs to affirm/certify your status as command-sponsored tour and your dependents under the tour. Sample is provided with this instruction. The web site to download is at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1056.pdf>
- ④ Your most recent passport (expired/expiring/valid).
- ⑤ Copy of your military/civilian I.D. card (both sides) – Legal Assistance Office makes a copy for you.

OFFICIAL (BROWN) PASSPORT APPLICANT requires:

- ① **DS-82**; Application form. You **MUST** fill out this form on line, and print Page 5 and 6 in separate page, with **2D BARCODE**. Go to “Google” and type “DS-82 form on line” and click the first one stating “**Renew a Passport**” - <http://travel.state.gov/content/passports/english/passports/renew.html> “Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② **One (1)** color passport photograph (2x2 inch); must be clear, front view, full face, in civilian attire without a hat or dark glasses, with a plain light **white background, and taken within last 6 months**.
- ③ “**DD Form 1056**” – **Request for No-fee passport** - Your employer’s authorized personnel needs to affirm/certify your status as official tour to Japan. Sample is provided with this instruction. The web site to download is at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1056.pdf>
- ④ Your most recent official passport (expiring or expired)
- ⑤ Copy of your military/civilian I.D. card (both sides) – Legal Assistance Office makes a copy for you.

❖❖❖ For civilian applicant on orders, **DD Form 1614/1617** may be required to submit to prove your official order to Japan. Please check your personal file or record concerning your present orders overseas.

❖❖❖ No-fee blue and Official (maroon) Passports will be issued only at Passport Section in the U.S. It may take four to six weeks. If you like to have another different type of passport (your regular fee passport) in case of emergency or TAD, you may obtain a regular fee passport through American Embassy Tokyo Japan. Please remember, the renewed Official Passport will not be mailed or forwarded to any address in the U.S./other country where you are assigned. Please designate any alternate personnel to receive and forward it to you if you can not come to pick it up in person

=====NOTES FOR ALL APPLICANTS=====

Fee: Form of Payment must be only by Money Order from U.S. Post Office and/or Community Bank. Unacceptable payments are: personal check, cash, credit card, NFCU's check, and debit card, etc.

Photograph ---- color and 2x2 inch size: must be clear, front full-face view, in appropriate civilian attire without a hat or dark glasses, with a plain light white background, and taken within last 6 months.

Fee passport applicant: any photo shop/booth off-base;

Official passport or no-fee passport applicant: Combat Camera (253-5931) at Bldg 1. Please call them in advance.

Where to mail the package: Upon assembling the above documents, the Legal Assistance Office will mails the application package to the American Embassy, Tokyo (Fee passports) or Special Issuance Agent in Dulles, VA for No-fee/Official Passports.

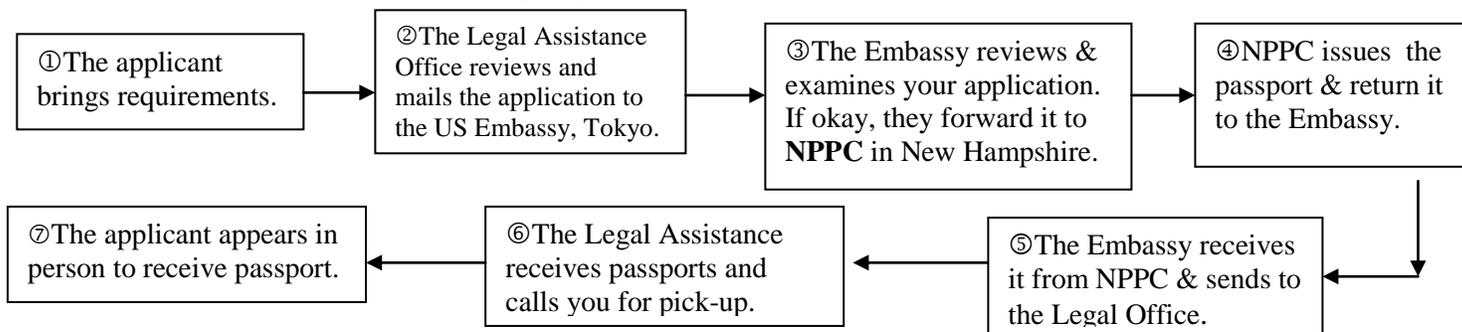
The American Embassy: Once your application for fee passport is completed at the American Embassy, Tokyo, they forward your application to NPPC (National Passport Printing Center) located in Portsmouth, NH, by e-mail (see below chart). Your passport book will be mailed to U.S. Embassy Tokyo. Then they send it to the Legal Assistance Office. Upon the receipt here, we notify you so. The Embassy will never mail the renewed passport(s) to your address in the U.S., NOR will the Legal Assistance Office.

Japanese mail system: For a fee passport applicant, if you are in hurry and need it done ASAP, you may try to send your application by commercial carrier. If you choose so, we prepare the envelope for you. Please note that NO Expeditious service is available at U.S. Embassy. NO Expediting fee is charged.

FOR NO-FEE/OFFICIAL PASSPORT: Please wait for 4~6 weeks for completion. If you don't want to wait for this long, it is recommended that you will apply for your own fee- passport at the same time you obtain the no-fee/official passport, at your expense.

PLEASE SET UP APPOINTMENT WITH LEGAL ASSISTANCE OFFICE AT 253-5594 or 253-5591/5592, UPON ASSEMBLING THE REQUIRED DCOUMENTS.

I.e. The flow of the renewal for fee passport:



**NPPC: National Passport Printing Center located in Portsmouth, New Hampshire
 FOR ANY FURHTER QUESTIONS, PLEASE CALL US AT 253-5594/1/2.
 THANK YOU.**