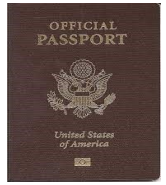




# U.S. Passports—How to Apply

Legal Services Support Team—BLDG 608  
lwakuni\_Legal\_Assistance@usmc.mil



**LSST follows Department of State guidelines from their website and cannot make exceptions for absent people, missing documents/items, or missing copies of documents/items.**

**Pre-check of items is done on the phone only, and applications are accepted by appointment only.**



All applications and lists of required items are outlined here on the U.S. Embassy website:

### Types of Passports:

- 1) **Tourist Passport**— blue book, leisure travel. Cost paid by customer.
- 2) **Special Issuance Passport (SIP):**

**Active Duty Dependent No-Fee**—blue book, official travel only. REQUIRED during your tour. No fee.

**Official Passport**—red/brown book. Active Duty may rate for it, DoD Civilians on PCS/Travel orders—required during tour.

**Diplomat Passport**—black book. Active Duty member and family member(s) will need for MSG.

*\*Please check the Foreign Clearance Guide for the most accurate entry and VISA requirements\**

### Iwakuni Specific Notes:

#### Application:

- TOURIST application—Acknowledge like-type issued passport book/cards (tourist = tourist). SIP application—Acknowledge most recent book (tourist OR no-fee)
- You will need to surrender your like-type Passport/card (tourist = tourist or SIP = SIP)
- Application must have 2-D barcode in the top left corner. Use the 'Form Filler'. Your PSC address is the mailing address.

#### Photos:

- Attire cannot be uniform, flight suit, solid uniform undershirt colors, or show Command name/logo.
- Locations: **Tourist** Passport - Photo booth by SoftBank on base— be sure to use 2-photo option for U.S. Passports. Yen only. **SIP/VISA**- Appointment only with COMMSTRAT in Bldg. One.

#### Supporting Documents:

- Original documents (proof of citizenship, court orders, etc.) will be mailed in for processing, but will be returned.
- Each application for a SIP must have a copy of Sponsor's orders and entry approval/area clearance. CIV justification: DD-1614, DD-1616, DD-1617, and/or letter of continued employment with projected end date.

### Payment: (tourist passport only)

- Each applicant must have a separate money order
- Adult renewal passports (DS-82) may allow on-line payment. These MUST be mailed to the Embassy.
- No expedite option overseas.
- \*DS-11 age 16+ (\$165.00) \*DS-11 age 0-15 (\$135.00) \*DS-82 (\$130.00) \*Adult Card (\$30.00)
- Payment in the office is money order only. **Complete the information before coming to LSST:**

### **USPS (on-base) Post Office Money Order**

(remove top portion - customer receipt)

**Payable to:** U.S. Department of State

- no Payable address / leave blank —

**From:** Applicant Name

**Memo:** Applicant Date of Birth

**From Address:** Applicant PSC Mailing Address

### Photo ID copies:

- Each application requires front and back copies of valid CAC, State ID, or alternate Passport is acceptable.
- Applicants age 15 and younger will need to provide both parents ID front/back
- Applicants age 16 or 17 - one parents ID front/back, will be required to sign application with applicant.

### Return of Items:

- Tourist: Please provide a red Japan Post Letter Pack (purchased from Japan Post Office or the 7-11's outside the North Gate). LSST has address labels if you would like it delivered to your PSC box. Otherwise, please self-address it to your Japanese address. Purchase two (2) letter packs if you are sending a Naturalization Certificate, or mailing a DS-82 tourist application

**\*\*\* No walk-in services to check items or submit applications\*\*\***

### **When you have all of the required items in-hand:**

- call DSN 315-253-5591/ JP Phone 0827-79-5591/ US Phone 81-08-2779-5591
- if no answer on the phone, please e-mail [Iwakuni\\_legal\\_assistance@usmc.mil](mailto:Iwakuni_legal_assistance@usmc.mil)

**To track the status of your passport application, provide applicant information on <https://passportstatus.state.gov/> and subscribe to the e-mail updates. Acceptance acknowledgment may take 2 weeks to populate due to mailing transit and processing time.**

*Status Checks:* 'Completed' Status indicates that the Passport was printed and will be mailed via DHL/ FedEx to LSST. Tourist passport status may be checked on any public/private device at [travel.state.gov](http://travel.state.gov) and will have the estimated processing times. Special Issuance Passport Status is only available on a Government computer.