

## U.S. PASSPORT – HOW TO APPLY – **16 YEARS AND OLDER**

(Revised February 05, 2024)

For any questions or clarifications, please contact the Legal Assistance Office Email:  
[Iwakuni\\_Legal\\_Assistance@USMC.MIL](mailto:Iwakuni_Legal_Assistance@USMC.MIL) DSN: 253-5591



Please review this checklist of all required documents carefully. Bring all necessary and completed items to Legal Services Support Team at Bldg. 608. **Only FULL application packages can be accepted.**

- PASSPORT APPLICATION FORM:** <https://pptform.state.gov/PassportWizardMain.aspx>
  - Only acknowledge like-type issued passport books/cards on the new application (tourist = tourist; no-fee = no-fee)
  - Apply in Person > Form Filler > Select "Submit" under "Fill Out Online and Print" column on the left. - "Mailing address" must be your FPO AP address. The Passports will only be returned to LSST.
  - Print by clicking "Create Form" on the last page. Only print the last 2 pages. Single-side print only.
  - When printed, it must have a 2D bar code on the top left side of the form and in the bottom right corner.
  - Expediting is NOT an option **DS-11 Application - first time adult application - do NOT sign**  
**DS-82 Application - adult renewal - sign/date before you come in**
- EVIDENCE OF U.S. CITIZENSHIP:** **Bring Original AND a copy**
  - \***DS-11: Naturalization Certificate, Birth Certificate or CRBA (must be original or certified copy)**
  - \***DS-82: current and/or most recently issued Passport (within 15 years).**
  - \*If there has been a name change, please submit the original court order AND a copy of it
  - \*If applicant has a valid different type of passport, bring that Passport, and a copy of the photo page
  - \*Surrender same-type Passport, even if expired
  - \*If you need to order a certified copy of your documents, it will be through your State's Vital Statistics Office (order the long form version for Passports), Department of State for CRBA, or USCIS for Naturalization Cert.
  - \*Birth Certificates must show: clinic/hospital, file number and original registrar, and both parents names
- ONE VALID PHOTO ID (State ID, Passport Book/Card, or Military):** **Bring Original AND a copy (front and back) per applicant.** Physical ID cannot be expired and name must match proof of citizenship or applicant must provide original court order and a copy showing name change.
- PHOTO - 2x2 inches:**
  - Bring the picture to the office, a Passport Agent will cut the pictures to comply with photo requirements.
  - Photograph Requirements are listed on [travel.state.gov](http://travel.state.gov) (no glasses, street attire, white background, etc.)
  - Photo kiosk booth is located near Softbank in Cross Rods. (**circled in red on the side of the booth, 2 photo option**)
  - No-fee and official passport applicants may contact COMMSTRAT at Bldg 1 for no-fee passport picture. <https://www.mcasiwakuni.marines.mil/Organizations/Station/COMMSTRAT/>
- SPECIAL ISSUANCE PASSPORT (Military Dependent no-fee, Official, or Diplomatic):**
  - Foreign Clearance Guide dictates which locations qualify for a SIP. **DO NOT PRINT FROM THIS WEBSITE.**
  - Each applicant will need a copy of the justification listed below:
  - **DoD Civilians:** Sponsor's DD 1614/1616/1617, and continued employment letter if necessary.
  - **Active Duty:** Official orders must indicate the date and country location/s requiring SIP of your official travel and the date the passport is needed by. In lieu of orders, a letter from your Unit CO (O-6 or higher) may be submitted. Letter parameters can be found at [www.passportmatters.army.mil](http://www.passportmatters.army.mil). Military dependent applications **MUST** include Sponsor' orders to Iwakuni and area clearance/ entry approval to show Command sponsorship from the Japan Command.

**FEE FOR TOURIST PASSPORT: Pre-fill this out before coming to LSST**

**\$165.00 – DS-11 application** for first time adult - 16 years of age or older (valid of 10 years)

**\$130.00 – DS-82 application** for renewal of adult passport - 16 years of age or older (valid for 10 years)

**OPTION 1: USPS Post Office Money Order**

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

**From:** Applicant Name

**Address:** PSC Mailing Address

**Memo:** Applicant Date of Birth

**OPTION 2: Community Bank Money Order**

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

**Memo:** Customer Date of Birth

**Signature:** Sign on line

-Please Note:

- Original documents will be returned to you
- Each family member and application must have a separate money order.
- We recommend a separate money order if you are getting a passport book AND card
- Adult renewal passports may allow on-line payment. Please bring a copy of the receipt.
- **ONE birth parent must be present to also sign with a 16 or 17 year old applicant**

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**\*\*Bring this completed checklist, necessary items, AND copies to LSST\*\***

**Passports applications are accepted Tuesday and Thursday during walk in hours 0900-1100 and 1300-1500, or by appointment those same days.**

**Exceptions can be made for Official Passports supported by an expedite memo.**

**For groups of 20 or more, please inquire about coordinating for LSST to do a site visit.**

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**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 times.**

Tourist Passports: 'Completed' Status indicates that the Passport was printed and will be mailed via DHL to LSST. We will then handover the Passports to the USPS Offices on base. 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 Passports: will be returned via FedEx to the LSST desk. Upon receipt, an agent will contact the applicant. Online passport status will only update on a secure government computer. The Department of State estimated processing time is 9-13 weeks April-September, 8 weeks otherwise. Agents are not permitted to provide proof of application.