



U.S. PASSPORT – HOW TO APPLY – **15 YEARS OLD AND YOUNGER** (Revised February 5, 2024)



For any questions or clarifications, please contact the Legal Assistance Office Email:
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. Print single-side, and only the last 2 pages.
 - 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

**Applicants 0-15 years old will be issued a DS-11 Application
- do NOT sign-**

- EVIDENCE OF U.S. CITIZENSHIP: Bring Original AND a copy**
 - ***Naturalization Certificate, Birth Certificate or CRBA (must be original or certified copy)**
 - * If there has been a name change, please submit the original court order AND a copy of it
 - * Certified Copies of documents will need to be ordered through your State's Vital Statistics Office (long form version for Passports) Department of State for CRBA, or USCIS for Naturalization Cert.
 - * Minor applications require BOTH birth parents AND the child must apply in person at the same time
 - In the absence of one birth parent, the present parent must establish his/her sole custody of the child with an official document i.e. divorce/death certificate, or have the original DS-3053 and attached copy of ID used for the DS-3053 from the absent parent.
 - * 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.
 - * Birth Certificates must show: clinic/hospital, file number and original registrar, & both parents names

- ONE VALID PHOTO ID (State ID, Passport Book/Card, or Military ID):**
 - Each parent will provide their own. Bring original AND a copy (front and back). Names must match the birth certificate/ court order showing sole physical custody.
 - If the applicant has a photo ID, you are welcome to submit a copy, but it is not necessary.

- 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 (glasses, street attire, white background, etc.)
 - Photo kiosk booth is located near Softbank in Cross Roads. (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 (orders, DD1614/1616/1617, entry approval, &/or area clearance)
 - **DoD Civilians:** Sponsors DD 1614/1616/1617 and continued employment letter if necessary.
 - Active Duty: Orders must indicate the date and country location/s requiring SIP of your official travel and the date the passport is needed by. Military dependent applications MUST include Sponsor's orders to Iwakuni and area clearance/ entry approval to show Command sponsorship from a the Japan command.

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

\$135.00 - DS-11 application for those 15 years old or younger (valid for 5 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 with the Passport
- 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

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

Passports applications are accepted Tuesday and Thursday during walk in hours 0900-1100 and 1300-1500.

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 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.