

# U.S. PASSPORT – how to apply - MISC INFORMATION

(Revised March 18, 2022)

For any further questions, please contact the Legal Assistance Office

Email: [Iwakuni\\_Legal\\_Assistance@usmc.mil](mailto:Iwakuni_Legal_Assistance@usmc.mil) DSN: 253-5591

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Please bring the applicable documents listed below:

❶ **PASSPORT APPLICATION FORM** - <https://pptform.state.gov/PassportWizardMain.aspx>

Select “Submit” under “Fill Out Online and Print” column on the left.

“Mailing address” should be your FPO AP address or local off-base address, **not address in the U.S.**

Print by clicking “Create Form” on the last page. **DO NOT** print doublesided.

When printed, it **MUST** have a 2D barcode on the top left side of the form.

**DO NOT sign the form until you are told to do so at Legal Assistance Office.**

❷ **Evidence of U.S. citizenship (original):** 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):** Bring the picture to Legal Assistance Office.

We will cut it to the correct size. Photograph Requirements are as follows: it must be taken within the last 6 months, with clear, front view, full face, in civilian attire, white background. No hat, no hair ribbon/bows on your head; WHITE background & NO GLASSES. For a baby, the eyes must be open as much as possible.

Photo Booth is located near Softbank in Cross Road Bldg (2 photo option)

No-fee and official passport applicant contact COMSTRAT at Bldg 1 for no-fee passport pictures. Online appointments only. To schedule an appointment, visit

<https://www.mcasiwakuni.marines.mil/Organizations/Station/COMMSTRAT/>

❹ **Fee for regular tourist passport (Postal/Community Bank Money Order):**

**\$165.00 – U.S. Postal money order** for FIRST TIME ADULT PASSPORT 16 years of age or older (valid for 10 years)

**\$130.00 – U.S. Postal money order** for RENEWAL OF ADULT PASSPORT 16 years of age or older (valid for 10 years)

**\$135.00 – U.S. Postal money order** for those under 16 years old (valid for 5 years)

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

BOTH PARENTS MUST come together with the child, and a Passport Agent will execute the DS-11 application, in order to identify the child.

\*\*If only one parent applies, the parent must establish his/her sole custody of the child by an official document, i.e. divorce/death certificate, or have the other parent’s written consent (**DS-3053**).

**To request a no-fee (blue) or an official passport (maroon), you need to submit your official orders: PCS, TDY, TAD, RIF, RAD, TEMADD, MOB, or RFO Orders.**

Active Duty: Official orders must indicate the date and country location/s requiring SIP of your official travel and date needed by. In lieu of orders, a letter from your Unit CO (0-6 or higher); including specific travel dates and countries requiring SIP can be submitted.

DoD Civilians: DD 1614/1616/1617

Useful web site for your more inquiries: <http://travel.state.gov/content/passports/english.html/>

===== VALID FORMS OF US CITIZENSHIP =====

1. Your current/expiring/expired U.S. Passport book or card issued within 15 years; 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, filed date, ***the full names of your parent(s)***, and the official seal or other certification of the official custodian of such records (state, or city/town office).  
**Please note: 1) NO "ABSTRACT" birth certificate issued by California for U.S. Passport purpose**  
**2) Texas Birth certificate (abstract) must show "I" after the date of file.**  
**A hospital record is NOT the evidence of your U.S. citizenship: It is unacceptable.**
3. Naturalization certificate (original) or Certificate of Citizenship (original)
4. Consular Report of Birth Abroad, if the birth occurs outside of U.S. soil.
5. Please use the following links if you are unable to obtain your certified proof of citizenship

- <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/>
- <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)

**For faster delivery of Fee (Tourist) Passports, use the following for application to be sent to the US Embassy in Tokyo:**

**\*\*If you purchase the letter pack LIGHT, please show the phrase below:**

『レターパックライトを 2 枚下さい』(I'd like to buy two Letter Pack LIGHT) **¥ 740.**

**\*\*If you purchase the letter pack PLUS, please show the phrase below:**

『レターパックプラスを 2 枚下さい』(I'd like to buy two Letter Pack PLUS) **¥ 1,040.**

Option 1: JP Post office located between three and four corners – 09:00-17:00 only on weekdays. Option 2: Only the two (2) Seven Elevens just before reaching the bridge.

