



U.S. PASSPORT – HOW TO APPLY – MISC INFORMATION (Revised February 1, 2023)



For any further questions, please contact the Legal Assistance Office

Email: Iwakuni_Legal_Assistance@USMC.MIL DSN: 253-5591

Website: <https://www.mcasiwakuni.marines.mil/Organizations/Station/LSST.aspx>

Read the information, gather and mark off appropriate items:

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

- When asked if you have a Passport- ANY type of Passport qualifies, even if expired or lost.
- Select “Submit” under “Fill Out Online and Print” column on the left.
- “Mailing address” must be your FPO AP address.
- Print by clicking “Create Form” on the last page. **DO NOT** print double-sided.
- When printed, it must have a 2D bar code on the top left side of the form.

DS-11 Application requires a Passport Agent to review and witness. Do NOT Sign this application.

☐ **Evidence of U.S. citizenship (original or certified copy): current/expired Passport, Naturalization or Birth Certificate, CRBA (Consular Report of Birth Abroad) Bring Original AND photo copy**

- If your name was changed by marriage/court order, etc., please submit original document(s)
- If you do not have the original documents, see the link for accepted forms of Citizenship
<https://travel.state.gov/content/travel/en/passports/how-apply/citizenship-evidence.html>

Note for MINOR applicants (15 years and younger)

- If the applicant is under 16 years old, their 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, that parent must establish his/her sole custody of the child with an official document i.e. divorce/death certificate, or have the other parent’s written consent (original DS-3053 and attached copy of ID used for the DS-3053)

☐ **CAC/Military ID:** Bring Original AND photo copy (front and back) per applicant. Minors will need a copy (front/back) of parents ID.

☐ **One (1) passport size photo graph (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 (no glasses, no uniform, no hats, etc.)
- Photo Booth (Yen only) is located near Softbank in Cross Roads Bldg (**2 photo option, not 4**)
- No-fee and official passport applicants may contact COMMSTRAT at Bldg 1 for no-fee passport pictures. Their office is by appointments only. To schedule an appointment, visit <https://www.mcasiwakuni.marines.mil/Organizations/Station/COMMSTRAT/>

☐ **No-Fee (blue) / Official Passport (maroon), you will need to submit official orders:**

PCS, TDY, TAD, RIF, RAD, TEMADD, MOB, or RFO Orders. DoD Civilians: DD 1614/1616/1617 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. Foreign Clearance Guide dictates which countries need an Official Passport. 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. For letter parameters - https://passportmatters.army.mil/Agent_Resources/FormsInstructions.aspx
New military dependent: submit sponsor's orders to Iwakuni and updated area clearance. Each applicant needs copy of the orders/ DEA. Orders NOT needed for tourist passport applications.

Postal Money Order Example - only for tourist passports



☐ **Fee for tourist passport from on-base USPS Retail Window Money Order):**

\$165.00 – U.S. Postal money order for FIRST TIME ADULT PASSPORT 16 years of age or older (valid of 10 years) **DS-11 application**

\$130.00 – U.S. Postal money order for RENEWAL OF ADULT PASSPORT 16 years of age or older (valid for 10 years) **DS-82 application**

\$135.00 – U.S. Postal money order for those under 16 years old (valid for 5 years) **DS-11 application**

Payable to: U.S. Department of State

From: Customer Name

PSC Mailing Address

Memo: Customer Date of Birth

-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

Passports services are provided by appointment or Tuesday and Thursday during walk in hours 0900-1100 and 1300-1500.

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

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 indicate that the Passport was printed and will be mailed via USPS to Iwakuni. Tourist passport status may be checked on any public/private device and will be returned directly to your USPS mailbox. The Department of State estimated processing time is 8-11 weeks.

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 8 weeks.