

# U.S. PASSPORT APPLICATION (FORM DS-11); MISC INFORMATION

(Revised July 10, 2019)

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## **APPLYING FOR A FEE PASSPORT (TOURIST BLUE PASSPORT)**

If you have never had a passport book/card issued after your 16<sup>th</sup> birthday

- ❶ **DS-11:** Application form. The sample is attached with this information sheet.  
You **MUST** generate this form on line, so that a **2D BARCODE** is created - “**Form Filler**”  
The web site is: <https://pptform.state.gov/PassportWizardMain.aspx>  
“Mailing address” of DS-11 is your FPO AP address, not address in the U.S.  
Upon having the form created, print Pages 5 and 6 on separate paper, not doublesided.  
**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):** **See the reverse page for more information.**
- ❹ **Fee: \$145.00 -- U.S. Postal money order** for 16 years of age or older (10 years valid):  
**\$115.00 – U.S. Postal money order** for those under 16 years old (5 years valid):

The money order should be a **U.S. Postal money order or Community Bank International money order;**  
It will be payable to “**U.S. Department of State**”; **NO Navy Federal Cashier’s Check**

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

### **Sending to National Passport Processing (NPP) in Philadelphia, PA:**

We mail out your passport application to NPP in Philadelphia PA. We will receive your U.S. Passport book/card in approximately 4~6 weeks. Once we receive it from NPP, then we will distribute it by Military Postal Service (MPS) to your PO Box at the MCAS Iwakuni Post Office.

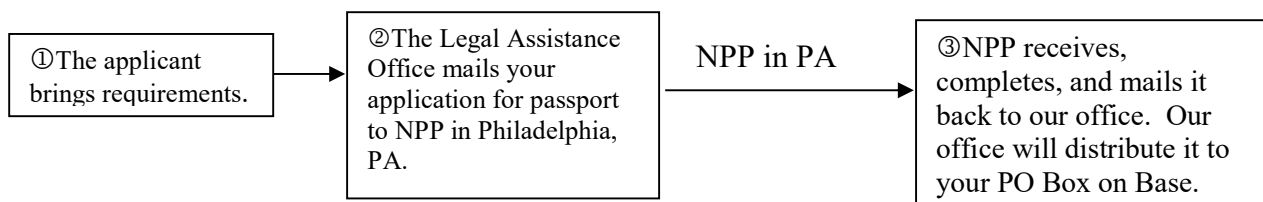
**In a case of emergency:** Please let us know of your emergency situation.

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

**For any further questions, please call the Legal Assistance Office at 253-5591 / 5592 / 5594.**

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The flow chart below shows how our office assists your regular passport application by mail.



===== **NOTES FOR YOUR INTERESTS** =====

**Proof of U.S. Citizenship (NO COPY):** Any documents with original signature and seal from below list:

1. Your current/expiring/expired U.S. Passport book or card issued before 16<sup>th</sup> birthday; 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.** In order to obtain one from your birth State, please see the note below with internet URLs for more details.
3. Naturalization certificate (original) or Certificate of Citizenship (original)
4. Consular Report of Birth Abroad, if the birth occurs outside of U.S. soil.  
**Note:** Through internet, please try at <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/>, or  
<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)

**Photograph – One** color and 2x2 inch size; and must be taken **in last 6 months**, with clear, front view, full face, in civilian attire. No hat, no covers, no hair ribbon/bows on your head; **WHITE** background & **WITHOUT EYE GLASSES**. **For a baby, the eyes must be open.**

Photo can be taken at a shop/booth **at Crossroads, or off-base:**

Please see the dimension of the photo on your DS-11 application form.

**Notarization (Signature):** You don’t sign on the DS-11 application form. The authorized Passport Agent will give an oath at Legal Assistance Office when you come in person.

In order to verify if the passport agent is available, please call at **253-5591 / 5592 / 5594.**

If applying for a child under the age of 16, **BOTH PARENTS MUST** come together with the child, and 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 a written document, i.e. divorce/death certificate, or have the other parent’s written consent (DS-3053). For further questions, please ask Legal Assistance Office. Or please access to <http://www.state.gov/documents/organization/212243.pdf>

Any applicant over 16 years old needs to appear in person for his/her own notarization with I.D. card.

**Fee:** Form of Payment must be by a postal or international money order payable to **U.S. Department of State**. Money order from Post Office or Community Bank is all accepted.

Any personal check or bank check is **not** acceptable. **No cash.** **No NFCU cashier’s check.**

**Your passport status can be checked at** <https://passportstatus.state.gov/Search>.