

RENEWAL OF NO-FEE BLUE / OFFICIAL PASSPORT (DS-82 USERS)

(Revised: July 10, 2019)

If your current regular/no-fee blue or official passport book was issued after the 16th birthday, you may use this instruction if you can answer “YES” to the following three conditions:

- ① You must have been issued a U.S. Passport Book and/or Card in your name within the past 15 years; and
- ② You must have been age **16 or older when your most recent passport book/card was issued**; and
- ③ You must submit your most recent passport book/card with this application.

APPLYING FOR A NO-FEE/OFFICIAL PASSPORT - will take 4~6 weeks for completion.

NO-FEE PASSPORT (BLUE) APPLICANT (military accompanied dependent) requires:

- ① **DS-82**; Application form – You **MUST** generate this form on line. Sample is attached.
The web site to create the form is: <https://pptform.state.gov/PassportWizardMain.aspx> - “Form Filler”
Upon completion of all information entered, print page 5 & 6 in separate paper, NOT double-sided.
“Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② Your **most recent no-fee / original passport book** (expired/expiring/valid)
- ③ **One (1) passport size photograph** (2x2 inches): See the reverse page for more information.
- ④ **Your military sponsor’s official order to Japan**
- ⑤ **Your (applicant’s) Military I.D. card**

OFFICIAL (BROWN) PASSPORT APPLICANT (U.S. Civilian Direct hire) and family members requires:

- ① **DS-82**; Application form – You **MUST** generate this form on line. Sample is attached.
The web site to create the form is: <https://pptform.state.gov/PassportWizardMain.aspx> - “Form Filler”
Upon completion of all information entered, print page 5 & 6 in separate paper, NOT double-sided.
“Mailing address” of DS-82 is your FPO AP address, not address in the U.S.
- ② Your **most recent original official passport book (brown)**
- ③ **One (1) passport size photograph** (2x2 inches): See the reverse page for more information.
- ④ **Your U.S. civilian direct hire sponsor’s official order to Japan:**
DOD World Wide Hired (WWH) must have the original order to Japan, i.e. DD form 1614.
If not, any other official document to prove your WWH status from your employer:
- ⑤ **Your (applicant’s) Civilian / Dependent I.D. card**

❖❖❖ No-fee blue and Official (maroon) Passports application will be mailed and processed at Lockbok Processing Center in Newark, DE in the U.S. It may take about six (6) to seven (7) weeks. If you like to have another different type of passport (your regular fee passport) in case of emergency or TAD, you may obtain a regular fee passport through Lockbox in Philadelphia, PA. Please remember, the renewed No-fee blue or Official Passport will not be mailed or forwarded to any address in the U.S./other country where you are assigned.

=====NOTES FOR ALL APPLICANTS=====

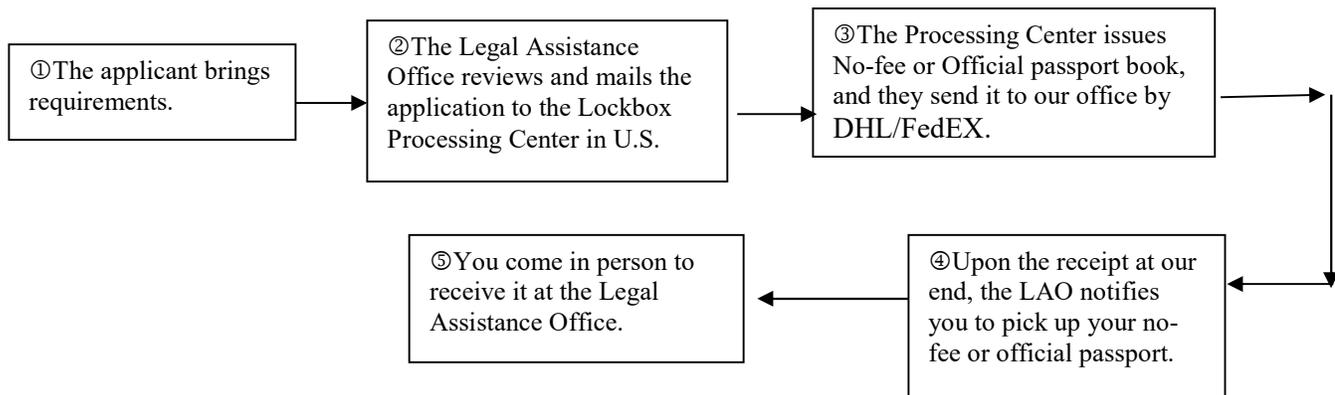
Name discrepancy: If your current first/middle/last name is different from the name on your current passport by marriage, divorce, or court order of changing/amendment, please attach the **official certified copy** of this change. Through internet, please access to <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm> or http://travel.state.gov/vital_records_services.html

Photograph – One color and 2x2 inch size; and must be taken **in last 6 months**, with clear, front view, full face, in civilian attire **WITHOUT EYE GLASSES**, in **WHITE** background.

Photo can be taken at a shop/booth **at Crossroads, Communication Strategy & Operations (253-5931) or off-base** Please see the dimension of the photo on your DS-82 application form.

Who mails your package? The Legal Assistance Office mails your application for no-fee blue/official passport to Lockbox Processing Center in Newark, DE in U.S. It will take approximately **6~7 weeks** for completion. Then the Processing Center mails the completed No-fee/Official passport book to our office by DHL/FedEx delivery. Thereafter our office will notify you that you can pick it up at Legal Assistance Office.

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



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

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

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