

If you have travel plans any time **before Mar. 28, 2018**, and/or if you are applying for a replacement of a lost/stolen passport, please apply at the Embassy with an appointment.

RENEWING A TOURIST PASSPORT (Adults-age 16 and up)

- ★ BRING THIS SHEET ON THE DAY YOU APPLY
- ★ WE CANNOT ACCEPT YOUR APPLICATION IF ANY OF THE ITEMS ARE MISSING
- ★ PLEASE DOCUMENTS YOU HAVE BROUGHT

We encourage you to apply directly by mail to avoid waiting in line.
Please mail all items (1-6) to U.S. Embassy Tokyo, Passport Unit. Unit 9800 Box 114 DPO AP 96303-0114

I HAVE A TOURIST OR GOVERNMENT PASSPORT...
WHICH WAS ISSUED WITHIN 15 YEARS, AFTER THE AGE OF 16

	THINGS TO BRING	✓
1	TOURIST PASSPORT and GOVERNMENT PASSPORT (if any)	
2	APPLICATION DS-82 FORM ONLINE (PRINT OUT, SINGLE SIDED) • Please create your application form online, and print out. https://pptform.state.gov/ • Handwritten form will not be accepted.	
3	PHOTO COPY - GOVERNMENT PASSPORT (if any)	
4	PHOTO (2"×2", COLOR PHOTO, WHITE BACKGROUND, NO UNIFORM, NO EYE GLASSES) *Staple the 4 corners of the photo to the application	
5	SELF ADDRESSED(MPS) ENVELOPE — LETTER SIZE: 9-1/2 x 12-8/5" OR 10 x 15"	
6	\$110 (<u>ONLY</u> BY POSTAL MONEY ORDER) PLEASE PRINT YOUR NAME AND ADDRESS ON MONEY ORDER PAYABLE TO: "U.S. DEPARTMENT OF STATE, PSC 471 BOX 1111 FPO, AP 96347"	

MY TOURIST PASSPORT WAS ISSUED BEFORE I WAS 16 OR MORE THAN 15 YEARS AGO.

- ★ APPLICANT NEEDS TO BE PRESENT FOR THE APPLICATION!

	THINGS TO BRING	✓
1	TOURIST PASSPORT and GOVERNMENT PASSPORT (if any)	
2	MILITARY ID	
3	APPLICATION DS-11 FORM ONLINE (PRINT OUT, SINGLE SIDED) • Please create your application form online, and print out. https://pptform.state.gov/ • Handwritten form will not be accepted.	
4	PHOTO COPIES - GOVERNMENT PASSPORT (if any) - MILITARY ID (FRONT AND BACK, SINGLE SIDED)	
5	PHOTO (2"×2", COLOR PHOTO, WHITE BACKGROUND, NO UNIFORM, NO EYE GLASSES) *Staple the 4 corners of the photo to the application	
6	SELF ADDRESSED(MPS) ENVELOPE — LETTER SIZE: 9-1/2 x 12-8/5" OR 10 x 15"	
7	\$135 (<u>ONLY</u> BY POSTAL MONEY ORDER) PLEASE PRINT YOUR NAME AND ADDRESS ON MONEY ORDER PAYABLE TO: "U.S. DEPARTMENT OF STATE, PSC 471 BOX 1111 FPO, AP 96347"	

EMBASSY WEBSITE :<https://jp.usembassy.gov/>