

Adult Tourist Passport Application by Mail

You can renew by mail using Form DS-82 (Sign on page 1) if your most recent full validity passport was:

- Issued when you were age 16 or older
- Issued within the last 15 years

If all of these requirements are met, you may put the following items in an envelope and mail to:

ATTN: Passport Unit
Consular Section (ACS) US Embassy Tokyo
PSC 471 BOX 1111 FPO, AP 96347

1. **Current or expired Tourist passport. If you have an adult NO-FEE GOV Passport and wish to apply for a Tourist passport, bring NO-FEE GOV Passport and one copy of Page 2-3 to Passport Office, BLDG. 316 RM.121 and request for a certified copy of passport.**
2. **Form DS-82(Sign on page 1)**
Complete on line at <https://pptform.state.gov>, print single sided, and **SIGN/DATE.**
3. **One passport photo taken within the past 6 months**
White background / 2"x2" in size / no eye glasses / no uniforms
4. **One self-addressed manila envelope or Japanese Letter Pack 360/510**
5. **\$110 U.S. Postal Service money order (for Passport Book)**
(Expedited service and overnight delivery service are only available for applicants **in the U.S.** Do **NOT** include additional services fees in your payment.)
Address the money order PAY TO: "U.S. Department of State"
Address: PSC 471 Box 1111 FPO, AP 96347

For more information, please visit U.S. Embassy Website:

<https://jp.usembassy.gov/u-s-citizen-services/passports/passport-renewals/>