

If you have travel plans any time **before Dec. 7, 2018**, and/or if you are applying for a replacement of a lost/stolen passport, please apply at the Embassy with an appointment.

## **FOR A MINOR CHILD'S PASSPORT (Children Under 16)**

- ★ 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
- ★ **THE CHILD AND PARENTS MUST BE PRESENT FOR THE APPLICATION!**

	THINGS TO BRING	✓
1	TOURIST PASSPORT and GOVERNMENT PASSPORT (if any)	
2	CHILD'S <b>ORIGINAL</b> BIRTH CERTIFICATE or CONSULAR REPORT OF BIRTH	
3	PARENT'S MILITARY IDs	
4	(If either parent is not here) - ORIGINAL NOTARIZED FORM DS-3053 and - COPY OF ID USED TO SIGN DS-3053  OR - ORIGINAL DOCUMENT SHOWING SOLE CUSTODY	
5	APPLICATION DS-11 FORM ONLINE (PRINT OUT, SINGLE SIDED) ▪ Create your application form online, and print out. <a href="https://pptform.state.gov/">https://pptform.state.gov/</a> ▪ <b>Handwritten form will not be accepted.</b>	
6	PHOTO COPIES - GOVERNMENT PASSPORT (if any) - BIRTH CERTIFICATE or CONSULAR REPORT OF BIRTH - PARENT'S MILITARY IDs (FRONT AND BACK, SINGLE SIDED) - DOCUMENT SHOWING CUSTODY (if any)  *Copies of parents' IDs are needed for each application. (e.g. If you have 1 child, we need 1 set of IDs. If you have 2 children, we need 2 sets, and so on.)	
7	PHOTO (2"×2", COLOR PHOTO, WHITE BACKGROUND, NO EYE GLASSES) *Staple the 4 corners of the photo to the application	
8	SELF ADDRESSED(MPS) ENVELOPE — LETTER SIZE: 9-1/2 x 12-8/5" OR 10 x 15"	
9	<b>\$115</b> ( <u>ONLY</u> BY POSTAL MONEY ORDER) 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/>