

If you have travel plans any time **before Dec. 7, 2018**, please apply at the Embassy with an appointment.

I AM APPLYING FOR MY FIRST 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

THIS IS MY FIRST PASSPORT EVER...

- ★ APPLICANT NEEDS TO BE PRESENT FOR THE APPLICATION!

	THINGS TO BRING	✓
1	ORIGINAL PROOF OF CITIZENSHIP (U.S. Birth Certificate with both parents' names, Naturalization Certificate, Consular Report of Birth)	
2	MILITARY ID	
3	If your name has changed since birth, ORIGINAL DOCUMENT SHOWING NAME CHANGE (ex. Marriage Certificate, Court Order...)	
4	APPLICATION DS-11 FORM ONLINE (PRINT OUT, SINGLE SIDED) <ul style="list-style-type: none"> • Create your application form online, and print out. https://pptform.state.gov/ • Handwritten form will not be accepted. 	
5	PHOTO COPIES - PROOF OF CITIZENSHIP <ul style="list-style-type: none"> - MILITARY ID (FRONT AND BACK, SINGLE SIDED) - DOCUMENT SHOWING NAME CHANGE (if any) 	
6	PHOTO (2"×2", COLOR PHOTO, WHITE BACKGROUND, NO UNIFORM, NO EYE GLASSES) *Staple the 4 corners of the photo to the application	
7	SELF ADDRESSED(MPS) ENVELOPE — LETTER SIZE: 9-1/2 x 12-8/5" OR 10 x 15"	
8	\$145 (<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"	

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

	THINGS TO BRING	✓
1	GOVERNMENT PASSPORT	
2	APPLICATION DS-82 FORM ONLINE (PRINT OUT, SINGLE SIDED) <ul style="list-style-type: none"> • Create your application form online, and print out. https://pptform.state.gov/ • Handwritten form will not be accepted. 	
3	PHOTO COPY - GOVERNMENT PASSPORT	
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) 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/>