

FIRST-TIME TOURIST PASSPORT APPLICATIONS (AGE 16 AND UP)

Website: <https://jp.usembassy.gov/passports/first-time-passport-applications/>

U.S. Embassy Tokyo: Tel: (03) 3224-5000 / DSN 224-5000 switchboard

From the U.S.: 011-81-3-3224-5000

Websites: <https://jp.usembassy.gov> or <https://travel.state.gov>

- Make an Appointment:** Applicants **MUST** apply in person. Appointments are required. To make an appointment with the Embassy, go to <https://evisaforms.state.gov/acs/default.asp?postcode=TKY&appcode=1>
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Proof of your U.S. citizenship (original + 1 photocopy)

- U.S. birth certificate (should have parents' names, a seal, registrar's signature, and the date the certificate was filed with the registrar's office – hospital birth certificates are not acceptable)
- Consular Report of Birth Abroad (Form FS-240/FS-1350)
- Certificate of Naturalization
- Certificate of Citizenship

Valid ID card (original + 1 photocopy)

All documents must be valid and original. An ID in a foreign language must be translated into English. However, the translation does not need to be notarized or done by a professional translator.

One Passport Photo

ONLY WHITE backgrounds will be accepted (blue backgrounds will be rejected) / 2"x2" in size / **NO** eyeglasses / **NO** uniforms

A completed form DS-11

Complete online and print out single-sided. The current Authorized Version can be found at <https://pptform.state.gov/>.

Application must have 2-D barcode in the top left corner. *NOTE: You must provide a Social Security number, if you have been issued one. If you do not have a Social Security number, please visit <https://jp.usembassy.gov/passports/social-security-number-requirement/>. **DO NOT PRINT DOUBLE-SIDED. DO NOT STAPLE.**

One self-addressed "Japan Post LetterPack envelope"

LetterPack LIGHT: 370 yen, traceable, signature not required

LetterPack PLUS: 520 yen, traceable, signature required

For persons using an APO/FPO address, bring one self-addressed envelope that will be mailed via Military Postal Service (MPS). Please note that MPS envelopes are not trackable. The Embassy cannot mail MPS envelopes using tracking numbers or by registered/certified mail.

Name Change Documents (Original + 1 Photocopy)

If your ID does not match your name that is on your proof of citizenship document, please bring proof of your name change. Documents must be original with English translation if applicable. (ex. Marriage Certificate, Divorce Decree, Court Order)

Passport book \$165

Forms of Payment (in Person at US Embassy):

- **Cash** (U.S. Dollars Bills or Japanese Yen). *U.S. coins are NOT acceptable.
- **U.S. Postal Service money order**
Address the money order to: "U.S. Department of State"
Address: PSC 471 Box 1111 FPO, AP 96347
- **Credit Cards** (for payments at Tokyo, Fukuoka, Naha, Osaka, and Sapporo) VISA, MasterCard, Discover, JCB, Diners Club or American Express – Please also be prepared to pay with cash in case the credit card verification system is temporarily unavailable.
- **NO PERSONAL CHECKS / NO** Navy Federal Credit Union Cashier's Checks are accepted.