

## APPLYING FOR A MINOR TOURIST PASSPORT (Children Under 16)

**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:** Appointments are required. To make an appointment with the Embassy, go to <https://evisaforms.state.gov/acs/default.asp?postcode=TKY&appcode=1>
  - Personal Appearance by Your Child:** Your child, even a newborn, must appear in person accompanied by both parents. There are no exceptions or waivers possible for this requirement.
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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
- Parental Consent:** For children under age 16, BOTH parents/guardians MUST authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go to the U.S. Embassy/U.S. Consulate with the child to apply for the passport.
- Proof of parent-child relationship (original + 1 photocopy)** which can be demonstrated by any one of the following:
  - U.S. birth certificate
  - Consular Report of Birth Abroad
  - Foreign birth certificate
  - Adoption decree
  - Guardianship/Custody decree

**NOTE:** All documents must be original – no photocopies. All foreign documents must be accompanied by an English translation.

- Present Parents' 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.
- Passport book \$135**  
**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

## Applying for a Social Security Number

Please note that an application for a Social Security Number can only be submitted after receiving the original Consular Report of Birth Abroad and Passport. To obtain a Social Security Number for your child, please visit <https://jp.usembassy.gov/passports/social-security-number-requirement/>.

## Parental Consent for Minors

Children under age 16 cannot apply for a passport by themselves. **Both** parents/guardians must authorize the issuance of the child's passport. The best way to do this is for both parents/guardians to go with the child in person to apply for the passport.

If...	Then...
You have sole legal authority	<p>You must submit evidence of this with the application. Examples include:</p> <ul style="list-style-type: none"><li>• Complete court order granting you sole legal custody of the child, such as a divorce decree or other custody order</li><li>• Complete court order specifically permitting you to apply for your child's passport</li><li>• Certified copy of the child's birth certificate listing you as the <u>only</u> parent</li><li>• Certified copy of an adoption decree listing you as the <u>only</u> parent</li><li>• Certified copy of the judicial declaration of incompetence of the parent that cannot appear in person</li><li>• Certified copy of the death certificate of the parent that cannot appear in person (e.g. Japanese Family Register showing the death of the non-applying parent)</li><li>• Japanese Family Register showing divorce and name of custodial parent</li></ul> <p><b>Foreign documents must be accompanied by English translations.</b></p>
One parent is unable to appear	<p>If one parent/guardian cannot accompany the child to apply for the passport, they can give permission by completing Form DS-3053 "Statement of Consent." You must submit the completed form with the child's passport application. The parent that cannot go with the child must:</p> <ul style="list-style-type: none"><li>○ Sign and date Form DS-3053 in the presence of a certified notary public, and</li><li>○ Submit a photocopy of the front and back side of the ID that they present to the notary public with Form DS-3053.</li></ul> <p><b>Photocopies or scanned copies are not acceptable. The form must be less than three months old.</b></p> <p><b>Please note:</b> In Japan, a DS-3053 notarized by a Japanese notary public is acceptable. If the document is notarized at a Japanese notary public, please be sure to attach an English translation of the notarized page. You or anyone with the appropriate language ability may do the translation.</p>
You cannot locate the other parent, or other exigent circumstances apply	<p>You must submit Form DS-5525 "Statement of Exigent/Special Family Circumstances."</p> <ul style="list-style-type: none"><li>• Please complete the form with as much detail as possible.</li><li>• We may ask for additional information (e.g., custody order, incarceration order, restraining order) to protect against international parental child abduction.</li></ul>
Neither parent able to appear	<p>A third party may apply for the child's passport with a Form DS-3053 "Statement of Consent" from each parent. Each parent/guardian must notarize a Form DS-3053 and give the third party permission to apply for the child.</p> <ul style="list-style-type: none"><li>• The statement must include a photocopy of the parents/guardians' identification.</li><li>• When the statement is from only one parent/guardian, the third party must present evidence of sole custody of the consenting parent/guardian.</li></ul>