

## **TOURIST PASSPORT RENEWALS (AGE 16 AND UP)**

**Website:** <https://jp.usembassy.gov/passports/passport-renewals/>

**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>

**Current or Expired Passport (original + 1 photocopy):** You must submit your old Tourist Passport if applicable. The Embassy will cancel your old Tourist Passport and return it to you along with the new one. Note: Your Passport must be signed.

**A completed form DS-82 or DS-11 (. DO NOT PRINT DOUBLE-SIDED. DO NOT STAPLE)**

You should use form DS-82 if the most recent passport was issued:

- When you were age 16 or older
- Within the last 15 years (and was valid for 10 years)
- In your current name (or you can document the name change)

If any of the above statements do not apply to you, you MUST apply in person using form DS-11.

\* Application can be found at <https://pptform.state.gov/PassportWizardMain.aspx>. 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/>.

**One Valid Proof of ID:** 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

**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 current/expired passport, please bring proof of your name change. Documents must be original with English translation if applicable. (ex. Marriage Certificate, Divorce Decree, Court Order)

**Passport Fee:** Passport book DS-82: \$130 or DS-11: \$165. Money Order required. **NO PERSONAL CHECKS.**

- Cash (U.S. Dollars Bills or Japanese Yen). \*U.S. coins are NOT acceptable.
- 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.

NOTE: Credit card payments can only be processed in person, and the physical card must be presented. Ensure you are the named card holder and that your credit card is signed before coming to your appointment. All credit card transactions are processed in U.S. dollars. The actual amount charged to your credit card will reflect your bank's exchange rate and, possibly, a transaction fee.

- U.S. Postal Service money order (only available in the U.S. or for servicemembers from a U.S. military base)

Address the money order to: "U.S. Department of State"

Address: PSC 471 Box 1111 FPO, AP 96347

.....  
If you wish to apply at the U.S. Embassy Tokyo in person, please make an appointment at:

<https://jp.usembassy.gov/services/appointment-system-acs/#tokyo>