

Replacing a Lost/Stolen/Mutilated Official

APPOINTMENT IS REQUIRED

Passport Acceptance Agent: 315-263-5736

Processing a replacement passport may be longer than normal, if, for example, you have shown a pattern of multiple losses. You should not make any unchangeable travel plans until we are able to hand you your new passport.

() **Personal Appearance:** ANY applicant whose passport was lost/stolen/mutilated must apply in person.

Documents Needed:

() **Proof of Your Identity:** ID can be proved through a Government-issued photo ID. These include but are not limited to a Driver's License, Japanese Alien Registration card, U.S. state ID, expired Passport and/or Military ID. All documents must be **Originals Only**.

() **Proof of your citizenship:** Citizenship is proven through an Official Birth Certificate or Naturalization/Citizenship Certificate, or a Consular of Report of Birth **Originals Only**.

() **DS-64 Statement Regarding a Lost or Stolen Passport:**

- If the Passport has not already been reported as lost or stolen, is still believed to be valid, a DS-64 must be submitted.
- On the DS-64, you must include as much information as possible about the prior Passport.
- Applicants who have already reported the Passport lost or stolen DO NOT NEED to complete the DS-64.
- DO NOT SIGN the affidavit—you will need to sign it in person for a new Passport.

() **DS-11:** Passport Application: Complete this application online. The current Authorized Version can be found at <https://pptform.state.gov/>. Enter applicant information. When finished, acknowledge and choose CREATE FORM, then PRINT. Application must have 2-D barcode in the top left corner. Application MUST BE SIGNED before mailing to the Embassy. DO NOT PRINT DOUBLE SIDED. DO NOT STAPLE.

() **Minors:** Applicants under the age of 16 must meet the requirements imposed by the **Law on Passport Applicants for Minors**.

() **Valid ID card:** Original ID card (Father, Mother) and one photocopy (must be copied with front and back of ID card on the front side of each sheet of paper).

() **Two Photos:** The photos must be 2" X 2" (5 cm X 5 cm) with a **white background, civilian attire, no glasses**.

- There is a photo booth located near the vending machines outside the main PX. If you choose to use this photo booth, select US Passport and follow instructions. Cost ¥800.
- Visual information Center is located at Bldg. 125
Appointments are required. www.vios-west.army.mil.
DSN: 315-263-3895

() **Verification of Employment:**

- ** Civilian – VOE from CPAC.
- ** Active Duty – ORB/ERB **AND** Flight Itinerary or Orders.
- ** Active Duty – If you do not have orders – Justification Memorandum from your unit, with an O-6 or equivalent signature.

I acknowledge receipt and signed my Passport. Passport #: _____

Signature: _____ Date: _____

Lost/Stolen Official Passport

As of 01 January 2021