

Replacing a Lost/Stolen/Mutilated Tourist

APPOINTMENT IS REQUIRED

Website: <https://jp.usembassy.gov/u-s-citizen-services/passports/>

US EMBASSY: (Commercial) 03-3224-5000 / DSN 224-5000

Websites: <http://tokyo.usembassy.gov> or <http://state.gov>

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.

() **Make an Appointment:** Passport services are available on an appointment basis only. Once your application package is complete, take it to the US Embassy, Tokyo for processing. Return times can vary, depending on how your application is mailed. To make an appointment with the Embassy, go to <https://jp.usembassy.gov/u-s-citizen-services/passports/>.

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 using photo booth, choose US Passport and follow instructions. Cost ¥800.

Forms of Payment (in Person at US Embassy):

Cash (U.S. Dollars or Japanese Yen)

U.S. Postal Service money order payable to:

"U.S. Department of State, PSC 471 Box 1111 FPO, AP 96347"

Payment by 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.

Lost/Stolen Passport