

# Applying for ADULT (Age 16 and over) No Fee/Official Passport

**APPOINTMENT REQUIRED**– Passport Acceptance Agent

[M-AT-PSD-PASSPORTS@fe.navy.mil](mailto:M-AT-PSD-PASSPORTS@fe.navy.mil)

Office Location – PSD Atsugi, BLDG 71

Applicants Name (Last, First, MI): \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Let's Get Started...**

( ) **Personal Appearance:** All persons applying must be present. Minors age 16 and over must appear in person but do not need to be accompanied by a parent.

## **Documents Needed**

( ) **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**.

( ) **Your current and/or most recently issued Passport (No Fee, Official or Tourist),** If no birth certificate, naturalization or CRBA provided.

( ) **Two Identical 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 in the navy exchange. Cost 700 yen.

( ) **Copy of ID card:** ID card must be copied with front and back of ID card on the front side of **ONE** sheet of paper. The front and back copies of the ID card cannot have missing lines on the sheet of paper.

## **Forms Needed**

( ) **DS-11- Passport Application:** Complete this application online the current Authorized Version can be found at <https://jp.usembassy.gov/u-s-citizen-services/passports/passport-forms/>. Enter applicant information. When finished, acknowledge and choose CREATE FORM, then PRINT. Application must have 2-D barcode in the top left corner. Do not sign this application. **Do not use white-out. ALL form must be typed. DO NOT PRINT DOUBLE SIDED.**

( ) **Verification of Employment:** DD FORM 1614, DD FORM 1616, DD FORM 1617 and Letter of Employment

( ) **PCS Orders:** That states you are going to a foreign country that requires a No-Fee or Official Passport (FOR ACTIVE DUTY).

( ) **Letter Memo from command:** That states you are going to a foreign country that needs a No-Fee or Official Passport (FOR PILOTS OR AIRCREW).

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**How Long Does It Take?** Once we have everything we need, processing time is normally about **six to eight weeks**. However, because computers break, typhoons happen and mail is sometimes delivered late, please don't make any unchangeable travel plans until you have the new passport in hand.  
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# FOR TOURIST PASSPORTS

Websites: <http://tokyo.usembassy.gov> or <http://state.gov> 224-5000