

# Renewing 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**

( ) **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.

( ) **Old passport and any other passports (No Fee, or Official), you have:** You must submit your old passport. The State/Embassy will cancel your old passport and return it to you along with the new one.

( ) **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**

( ) **Form DS-82 – Passport Application form:** 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 forms 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