

**Applying or Renewing a Minor Official Passport (Age 16 and UNDER) 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

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

Parents Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

( ) **Personal Appearance by Your Child:** Your child, even a newborn, must appear in the person at the time you make the application.

**Documents Needed**

( ) **Proof of Birth:** Please include the ORIGINAL of one of the following documents:

- [ ] Certified US Birth certificate (With parents' names); or
- [ ] Consular report of Birth Abroad (FS-240) (with parents' names); or
- [ ] Certification of Birth Abroad (DS-1350) (with parent's names); or

( ) **Your child's current and/or most recently issued Passport(s) (No Fee, Official or Tourist).**

( ) **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 (Father, Mother, Child) ALL 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.**

( ) **Two-Parent Consent for Passport Issuance:** All applicants under the age of 16 must meet the requirements listed in the Law on Passport Applications for Minors. In most instances this means that **both parents must sign your child's passport application**, even if one parent is not an American. **Both parents will see the Passport Acceptance Agent and sign together, in person. IF only one parent is available, then the available parent may sign in person and the other parent give his/her consent through completing and notarizing a DS-3053 – Statement of Consent.** You must also include a copy of other parent's passport, and a copy of his/her ID card used to notarize DS -3053, front and back on one sheet of paper.

( ) **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).

.....  
**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.  
.....

**FOR TOURIST PASSPORTS**

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