

Replacing a Lost/Stolen/Mutilated No Fee/Official Passport

APPOINTMENT REQUIRED– Passport Acceptance Agent

M-AT-PSD-PASSPORTS@fe.navy.mil

Office Location – PSD Atsugi, BLDG 71

Applicants Name (Last, First, MI): _____ Date: _____

Phone: _____ Email: _____

ANY applicant whose passport was lost/stolen/mutilated must apply in person.

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.

Documents Needed

() **Proof of Your Identity:** ID can be proved through a government-issued photo ID document. 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.

() **Proof of Your Citizenship:** Citizenship is proven through an **official birth certificate** or **naturalization/citizenship certificate**, a **Consular Report of Birth** and/or **an expired passport**. All documents must be originals.

() **Police Report:** Submit a police report documenting the circumstances surrounding the loss or theft. If the police will not issue a report, they will usually issue a report receipt, or a report number. Please bring this in to us with your application materials in lieu of the actual report. Must be translated if not in English.

() **Affidavit:** A detailed affidavit of the circumstances surrounding the loss, theft or mutilated. **MUST BE NOTARIZED.**

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

() **Copy of ID Card (Applicant):** 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-64 – Statement Regarding a Lost or Stolen Passport.** Please **don't sign** the affidavit—you will need to sign it in person for a new passport.

() **Forms DS-11 – Passport Application Form:** Please submit one copy, available for download at US Embassy's website. **Form must be typed** with a 2D barcode on the top left hand side of the form. <https://jp.usembassy.gov/u-s-citizen-services/passports/passport-forms/>.

() **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.

If applying for a No-Fee or Official passport you will need the following supporting documentation.

() **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