

MILITARY PERSONNEL SECTION PASSPORT GUIDE (OPR: 18 FSS/FSMPS)

Passport Office: Location & Hours

Bldg 721B, Customer Service Area (please sign in)

DSN 634-4537/0446.

Monday - Friday, 0800-1200 & 1400-1630

The Military Personnel Section, Passport Office services active duty Air Force members and their command sponsored family dependents. Military members are authorized official passports and their dependents are authorized no-fee passports. The applicant must be on the island to apply for a passport.

The Military Personnel Section also accepts tourist passport applications on behalf of the US Consulate General Naha. Tourist passport applications may also be submitted at the Consulate by the member; however, appointments are required; for appointments and directions, visit: <http://naha.usconsulate.gov> The US Consulate is closed on Japanese and US holidays.

Original documents are returned to the member with the passport. Official passports and No-Fee dependent passports are for **official/PCS use only**; processing time is approximately 8 weeks. Tourist passport processing is 4-6 weeks through MPS courier service. Birth Registration Office, Lester Hospital services tourist passports for NEWBORNS. You may turn in the passport application at the same time as you register Consular's Report of Birth Abroad.

***Lost or stolen passports:** Form DS-64 and military police report are required for passport applications.

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INITIAL PASSPORT APPLICATION FOR 16 YEARS OLD AND OLDER

*(This is your initial application **or** your expired passport was issued before age 16 **or** your expired passport was issued over 15 yrs ago **or** your passport was lost or stolen)*

1. Application Form DS-11 <http://www.travel.state.gov/>
 - Must be printed out on two separate pages
 - Must be typed and have a barcode on the top left corner
2. **Original** birth certificate or original naturalization certificate.
The birth certificate must be from the state; which you are from, and must have a raised seal or on embossed paper or a watermark.

For name changes (from birth/naturalization certificate) original court order of name change, marriage certificate and/or divorce decree is required. Translation letter must be attached together if the court order was issued overseas.

UNACCEPTABLE types of birth certificates or marriage certificates:

- Notarized copies from the legal office
- “Heirloom” hospital copies (w/picture of the hospital or hand/foot prints).
- Photo copies

3. Two 2x2 pictures (must be front shot in civilian attire) from the base photo lab. (Official and No-Fee passport applicants may obtain a photo voucher from MPS Customer Service) The base photo lab takes pictures by appointment only. Cost at the BX photo lab is Y700. Do not cut the photos or risk the chance of your application being rejected from the accepting agencies.
4. Family Member Worksheet for dependent applications (obtained at MPS Customer Service).

Additional Requirement for Official & No-Fee Passports:

- Official passport request letter from the Unit Deployment Manager (UDM) identifying the countries to be visited. Official passports will **not** be issued for travel to the following countries via military flight:
 - a. Thailand
 - b. Philippines
 - c. Australia
 - d. Korea
 - e. Singapore
- Command Sponsorship letter and DD 214 (if discharged/retired from Active Duty) must be submitted for first no-fee passport as military dependent.

Additional Requirement for Tourist Passports:

- \$135.00 Money Order made out to American Embassy Tokyo; separate money order for each passport application. Money orders are available at the Postal Center, the Community Bank, Pentagon Federal Credit Union, or the Exchange cashier. For tourist passport application submitted directly to the US Consulate Naha, application fees may be paid by cash, credit card or money order made out to American Embassy Tokyo.

PASSPORT RENEWAL APPLICATION FOR 16 YEARS OLD AND OLDER

(Your passport was issued after age 16 and issued within 15 years)

1. Form DS-82 if your passport was issued to you *on or after* your 16th birthday **or** Form DS-11 if your passport was issued *before* your 16th birthday. <http://www.travel.state.gov>
 - Must be printed out on two separate pages
 - Must be typed and have a barcode on the top left corner
2. Passport that is being renewed

3. Two 2x2 pictures (must be front shot in civilian attire) from the base photo lab. (Official and No-Fee passport applicants may obtain a photo voucher from MPS Customer Service) The base photo lab takes pictures by appointment only. Cost at the BX photo lab is Y700. Do not cut the photos or risk the chance of your application being rejected from the accepting agencies.
4. For name changes (from submitted passport) original court order of name change, marriage certificate and/or divorce decree is required. Translation letter must be attached together if the court order was issued overseas.
5. Family Member Worksheet for dependent applications (obtained at MPS Customer Service).

Additional Requirement for Official & No-Fee Passports:

- Official passport request letter from the Unit Deployment Manager (UDM) identifying the countries to be visited. Official passports will **not** be issued for travel to the following countries via military flight:
 - a) Thailand
 - b) Philippines
 - c) Australia
 - d) Korea
 - e) Singapore
- Command Sponsorship letter and DD 214 (if discharged/retired from Active Duty) must be submitted for first no-fee passport as military dependent.

Additional Requirement for Tourist Passports:

- \$110.00 Money Order made out to American Embassy Tokyo; separate money order for each passport renewal application. Money orders are available at the Postal Center, the Community Bank, Pentagon Federal Credit Union, or the Exchange cashier. For tourist passport application submitted directly to the US Consulate Naha, application fees may be paid by cash, credit card or money order made out to American Embassy Tokyo.

PASSPORT APPLICATION FOR 15 YEARS OLD AND UNDER (INITIAL & RENEWAL)

1. Application Form DS-11 <http://www.travel.state.gov/>
 - Must be printed out on two separate pages
 - Must be typed and have a barcode on the top left corner
2. Passport that is being renewed
3. Original birth certificate and a photo copy if the applicant is 15 years old and under.
4. Two 2x2 pictures (must be front shot in civilian attire) from the base photo lab. (Official and No-Fee passport applicants may obtain a photo voucher from MPS Customer Service) The base photo lab takes pictures by appointment only. Cost at the BX photo lab is Y700. Do not cut the photos or risk the chance of your application being rejected from the accepting agencies.

5. Family Member Worksheet for dependent applications (obtained at MPS Customer Service).

Additional Requirement for Tourist Passports:

- \$110.00 Money Order made out to American Embassy Tokyo; separate money order for each passport renewal application. Money orders are available at the Postal Center, the Community Bank, Pentagon Federal Credit Union, or the Exchange cashier. For tourist passport application submitted directly to the US Consulate Naha, application fees may be paid by cash, credit card or money order made out to American Embassy Tokyo.

IMPORTANT NOTES FOR CHILD PASSPORT APPLICATION:

U.S. PASSPORT APPLICATIONS FOR CHILDREN UNDER AGE 16 REQUIRE BOTH NATURAL PARENTS' SIGNATURES IAW PUBLIC LAW 106-113 AND 22 CFR51.28 AND 51.28, EFFECTIVE FEB 1, 2008. APPLICANTS UNDER THE AGE OF 16 MUST BE PHYSICALLY PRESENT AT THE APPLICATION SIGNING.

IN THE EVENT THAT BOTH NATURAL PARENTS CAN NOT BE PRESENT, A NOTARIZED STATEMENT OF CONSENT, DD FORM 3053 OR POWER OF ATTORNEY WITH THE NECESSARY SPECIFIC STATEMENT FOR PASSPORT IS REQUIRED FROM THE ABSENT PARENT. (THE ORIGINAL DOCUMENT REQUIRED FOR TOURIST PASSPORT APPLICATION.) ALSO COPY OF ID WITH PHOTO AND SIGNATURE SUCH AS PASSPORT OR DRIVER'S LICENSE (FRONT & BACK) MUST BE ATTACHED TO ONE OF THE ABOVE DOCUMENT.

ORIGINAL MARRIAGE CERTIFICATE AND/OR DIVORCE DECREE MUST BE SUBMITTED IF LAST NAME OF THE APPLICANT AND THE NATURAL PARENT ARE DIFFERENT. ORIGINAL TRANSLATION MUST BE SUBMITTED IF THE COURT ORDER IS ISSUED OVERSEAS.

IF ONE PARENT HAS SOLE LEGAL CUSTODY, ONLY THAT PARENT CAN SIGN TO APPLICATION AND MUST SUBMIT THE COURT ORDER.

APPLIES TO TOURIST PASSPORT: IN CASE OF THE ABSENT PARENT CAN NOT BE REACHED TO OBTAIN CONSENT STATEMENT DS-3053 FOR CHILD PASSPORT REQUEST, THE PASSPORT APPLICATION MUST BE SUBMITTED DIRECTLY TO THE US CONSULATE GENERAL NAHA.

NAME CHANGE/CORRECTION OF DESCRIPTIVE DATA ON PASSPORTS

(Only applicable for passports issued within one year)

1. Form DS-5504 <http://www.travel.state.gov/>
 - Must be printed out on two separate pages
 - Must be typed and have a barcode on the top left corner
2. Two 2x2 pictures (must be front shot in civilian attire) from the base photo lab. (Official and No-Fee passport applicants may obtain a photo voucher from MPS Customer Service) The base photo

lab takes pictures by appointment only. Cost at the BX photo lab is Y700. Do not cut the photos or risk the chance of your application being rejected from the accepting agencies.

3. Original birth certificate for the applicant 15 years old and under.
4. Original source document showing the changes that needs to be made. (i.e. marriage certificate or divorce decree to show name change).
5. Original passport.

ADDITIONAL PAGES TO PASSPORT

(Additional pages to passports can be processed at the US Consulate General Naha. Appointment is required to the US Consulate General Naha. For appointments and directions, visit:

<http://naha.usconsulate.gov> The US Consulate is closed on Japanese and US holidays.)

1. Form DS-4085 <http://www.travel.state.gov>
 - Must be printed out on two separate pages
 - Must be typed and have a barcode on the top left corner
2. Passport
3. \$82.00 Money Order made out to American Embassy Tokyo