

PREVENTIVE LAW

SERIES

Legal Assistance Program

TOPIC:

***APPLYING FOR OR RENEWING
YOUR PASSPORT***

9 January 2014

**If you have questions concerning the topic
of this pamphlet, please contact the
Legal Assistance Office**

**Legal Assistance Office
Phone: 226-4022**

**Office of the
Staff Judge Advocate
Misawa AB, Japan**

PASSPORTS

I. GENERAL INFORMATION

A. **General.** A passport is a travel document issued by competent authority identifying the name, origin, and nationality of the bearer. It is used, in general, to permit the individual to enter into, exit from, or travel freely and safely within a country's borders.

B. **Types of Passports.** The U.S. Department of State issues three types of passports:

1. A regular or visitor's passport may be issued to a U.S. citizen going abroad for personal or business reasons;
2. An official passport, may be issued to an official or employee of the United States Government going abroad to perform their official duties; and,
3. A diplomatic passport, may be issued to a Foreign Service Officer, a person in some form of diplomatic service, or someone having diplomatic status either because of the nature of his mission or by reason of the office he holds to include his or her dependents.

C. **Amount of Time Valid.** Ordinarily a passport is valid for a period of ten years from the date of issue. However, a regular passport for which payment of fees has been excused is only valid for a period of five years from date of issue. Once the passport is no longer valid you need to apply for a new passport or renew your current one.

II. APPLYING FOR OR RENEWING YOUR PASSPORT

When applying for or renewing your passport, you will need the following:

A. **Application Form.** You will need a properly completed Form DSP-11 (the brown form) or DSP-82 (the pink or red form). Applications can be obtained from the leisure travel office, which is located at the Misawa Inn. (NOTE: The Military Personnel Flight has applications for and assists only with official passports. If you need an official passport or assistance applying for one, please see the Customer Service Section at MPF.)

1. The difference between the two forms:
 - A DSP Form-11 is always used for a first time application, if your previous passport expired and you have not been issued a United States passport within the past 12 years, and/or your most recent U.S. passport was issued before

your 16th birthday. It is also used if you are applying for a replacement passport (i.e., your “old” one was lost, stolen, or irreparably damaged) or to apply for a passport for a minor under the age of 18.

- A DSP-82 is used if you have been issued a U.S. passport in your name within the past 12 years, your most recent passport was issued **after** your 16th birthday, and you submit your most recent U.S. passport with the application.

2. The application must be fully completed:

- The form must be filled out in ink (black is best)
- Give your full mailing address
- Your “permanent address” may be that of a relative in the United States if you have no other address that will suffice
- Remember to include your social security number and daytime phone number
- Make sure to sign the application. If you are using a Form DPS-11, ensure you sign it **in front of** a designated agent at the Legal Office (who will also issue the appropriate oath).
 - If the application is for a minor under 13 years of age, the parent must sign. The signature must include the child’s name and then the words “by mother” or “by father”, after which the parents sign.
 - A child 13 years of age or older must sign their own application.

B. Photographs. You must also submit two identical photographs along with your application. The photographs should be approximately 5 cm x 5 cm taken on a light, preferably white, background. Active duty members **may not** wear their uniform in the photo; individuals also may not wear any head covering or dark glasses.

C. Evidence of U.S. Citizenship. You will also be required to include two forms of evidence of your U.S. citizenship with your passport application. If you have a previously issued U.S. passport, you may submit it as evidence. If you want it returned to you, however, you must request it. It will be sent back to you with “void” marked on it. If you do not have a previous passport, you should use an original or certified copy of your birth certificate. We recommend you use a certified copy, but be aware, the legal office has no authority to make certified copies of records. You will need to request the certified copy from the vital statistics office in the state in which you were born. You can find the address for your state’s vital statistics office at either the Military Personnel Flight Customer Service section or the Legal Office.

D. **Fees.** Also include with the application the appropriate fee. Personal checks are not accepted; payment must be by certified check or money order. The passport fee schedule, effective 9 January 2014, is attached to this pamphlet. These fees were current as of the date this handout was written.

E. **Return Envelope.** You must also include a self-addressed envelope so that your newly issued passport can be returned to you. Ensure the size of the envelope is appropriate.

III. PROCESSING

Once you've fully completed your application, gathered all of the supporting documentation, photographs, and prepared your return envelope, send the entire package to the U.S. Embassy in Tokyo. This may be done using either "MPS" or regular Japanese mail.

A. **MPS.** Sending mail via the MPS system, within the Pacific, is free. If you choose this form of mailing it will generally take your package four business days to reach Tokyo. You should send it to the following address:

Passport Section
American Embassy
Unit 45005 Box 205
APO AP 96337-5004

B. **Japanese Mail.** If you choose to send your package through the Japanese mail system it will generally take three business days to reach Tokyo. You should send it to the following address:

United States Embassy
Passport Section, Box 205
Akasaka 1-10-5
Minato-ku, Tokyo 107

C. **Processing and Return.** Your passport is usually processed within one week of receipt at the U.S. Embassy and mailed back to you. The Embassy advises that it generally takes between three to five days to fully process the application. Your new passport and any original documentation will be mailed back to you. If you have any questions about the processing of your application or the status of it, you may contact the Embassy at (DSN) 224-5000.

I. VISAS

Before you begin using your newly issued passport (or your already existing one) to travel to different countries, please be sure to determine whether you will also need a visa prior to entering the country's borders. A visa is an official endorsement, usually stamped on a passport, permitting the bearer to proceed. For more information as to whether the country you desire to visit requires a visa in addition to your passport, consult with the embassy or consulate of the nation you wish to enter.

II. FOR FURTHER INFORMATION

If you have further questions about passports, how to apply, fees, and what documentation will suffice as proof of birth and citizenship you can call the U.S. Embassy at Tokyo at (DSN) 224-5000 or see their website at <http://japan.usembassy.gov/>. You can also visit the Department of State's website at www.state.gov and select "Travel".

The information contained in this pamphlet is of a general nature and is provided for your assistance and convenience. It is not intended as legal advice and is not a substitute for legal counsel. If you have any questions as to how the law in this area affects you or your legal rights, contact your civilian attorney or the Misawa Air Base, Legal Office for any appointments with a licensed attorney.

Attch:
Department of State Schedule of Passport Fees

PASSPORT FEES
Effective 9 January 2014

Routine Services (Form DSP-11)

Passport Services	Passport Fee	Execution Fee	Total Fees
Age 16 and over	\$140	\$25	\$165
Age 15 and under	\$95	\$25	\$120

Passport Renewal (Form DSP-82)*

Passport Renewal	Passport Fee	Total Fees
Age 16 and over	\$140	\$140
Age 15 and under	\$95	\$95

*You may use this form if you meet the following:

1. You can submit your most recent passport and
 2. Your previous passport was issued on or after your 16th birthday and was issued within the past 12 years.
- | | | |
|--|------|------|
| | \$40 | \$40 |
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Add \$60 Per Application for Expedited Service

Price does not include overnight mail service.

Two-way overnight mail is strongly suggested and must be arranged and paid by the customer.