



If you have travel plans before March 13, 2026, please apply directly with the U.S. Embassy in Tokyo

- BRING THIS CHECKLIST ON THE DAY YOU APPLY
- WE CANNOT ACCEPT YOUR APPLICATION IF ANY OF THE ITEMS ARE MISSING
- PLEASE PLACE A NEXT TO THE DOCUMENTS YOU WILL BRING TO THE EVENT

WHO CAN USE THE FORM DS-11
1ST TIME U.S. PASSPORT
OR
PREVIOUS PASSPORT WAS A 5-YEAR VALIDITY PASSPORT ISSUED AS A MINOR
OR
PREVIOUS PASSPORT WAS ISSUED OVER 15 YEARS AGO AS OF THE DATE OF THE OUTREACH EVENT

#	Item	Complete?
1	APPLICATION FOR U.S. PASSPORT (DS-11) FORM ONLINE <ul style="list-style-type: none"> • Create the application form online: https://pptform.state.gov/ • Handwritten forms will not be accepted • Print it out SINGLE SIDED • DO NOT SIGN 	<input type="checkbox"/>
2	ORIGINAL PROOF OF CITIZENSHIP (BRING AT LEAST ONE) <ul style="list-style-type: none"> • U.S. Birth Certificate, Listing Both Parents' Names • Naturalization Certificate • Consular Report of Birth Abroad • Prior Passport 	<input type="checkbox"/>
3	ORIGINAL PROOF OF IDENTITY (BRING ONE OF THE ITEMS LISTED BELOW) <ul style="list-style-type: none"> • Prior Passport, Valid or Expired • Military ID, Fully Valid • U.S. Driver's License, Fully Valid 	<input type="checkbox"/>
4	ORIGINAL PROOF OF NAME CHANGE (IF APPLICABLE) <ul style="list-style-type: none"> • Marriage Certificate, Divorce Decree, or Court Order 	<input type="checkbox"/>
5	PHOTOCOPIES <ul style="list-style-type: none"> • Proof of Citizenship • Proof of Identify • Previous passport 	<input type="checkbox"/>

#	Item	Complete?
6	PASSPORT PHOTO <ul style="list-style-type: none"> • 2" x 2" color photo on white background • NO eye glasses and NO uniforms • Staple the four (4) corners of the photo to the passport application 	<input type="checkbox"/>
7	SELF-ADDRESSED (MPS) ENVELOPE <ul style="list-style-type: none"> • Letter size: 9 1/2 x 12 5/8" OR 10 x 15" • See sample below 	<input type="checkbox"/>
8	APPLICABLE FEE <ul style="list-style-type: none"> • \$165 USD PASSPORT FEE, which MUST be paid on pay.gov; print out and bring your payment confirmation 	<input type="checkbox"/>



YOUR NAME

FPO MAILING ADDRESS

SELF ADDRESSED (MPS) ENVELOPE

