

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
- PLACE A NEXT TO THE DOCUMENTS YOU ARE BRINGING TO THE EVENT
- **THE CHILD AND PARENTS MUST BE PHYSICALLY PRESENT!**

#	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	CHILD'S PRIOR TOURIST PASSPORT (ORIGINAL)	<input type="checkbox"/>
3	ORIGINAL PROOF OF PARENT-CHILD RELATIONSHIP DOCUMENT (BRING ONE OF THE ITEMS LISTED BELOW. Please note that <u>Consular Report of Birth Abroad</u> is NOT a proof of parent-child relationship) <ul style="list-style-type: none"> • Child's U.S. Birth Certificate • Child's Military hospital Birth Certificate • Child's Japanese Birth Certificate, Issued by a Municipal Office (<i>with translation</i>) • Japanese Family Register (Koseki), Showing the Child's Birth (<i>with translation</i>) 	<input type="checkbox"/>
4	ORIGINAL PARENTS' IDENTIFICATION (BRING ONE OF THE ITEMS LISTED BELOW FOR EACH PARENT) <ul style="list-style-type: none"> • Passport, Valid or Expired • Military ID, Fully Valid • U.S. Driver's License, Fully Valid 	<input type="checkbox"/>
5	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"/>
6	PHOTOCOPIES <ul style="list-style-type: none"> • Child's Birth Certificate 	<input type="checkbox"/>

	<ul style="list-style-type: none"> Parents' IDs Child's prior passport 	
7	REQUIRED PASSPORT FEE <ul style="list-style-type: none"> \$135 USD PASSPORT FEE, which MUST be paid on pay.gov; print out and bring your payment confirmation email 	<input type="checkbox"/>
8	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"/>
9	IF EITHER PARENT IS NOT PRESENT AT THE TIME OF APPLICATION (BRING BOTH) <ul style="list-style-type: none"> <u>Original, Notarized</u> Form DS-3053 AND Copy of ID used to sign the Form DS-3053 	<input type="checkbox"/>



PARENT'S NAME

FPO MAILING ADDRESS

SELF ADDRESSED (MPS) ENVELOPE

