U.S. Embassy Tokyo

MINOR PASSPORT RENEWAL CHECKLIST

If you have travel plans before December 21, 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** • Create the application form online: https://pptform.state.gov/ • Handwritten forms will not be accepted • Print it out SINGLE SIDED • **DO NOT SIGN**	❑·
2	**CHILD'S PRIOR PASSPORT**	❑·
3	**CHILD'S ORIGINAL BIRTH CERTIFICATE (BRING ONE OF THE ITEMS LISTED BELOW)** • U.S. Birth Certificate • Military Hospital Birth Certificate • Japanese Birth Certificate, Issued by a Municipal Office *(with translation)* • Japanese Family Register (Koseki), Showing the Child's Birth *(with translation)*	❑·
4	**PARENTS' IDENTIFICATION (BRING ONE OF THE ITEMS LISTED BELOW FOR EACH PARENT)** • Passport, Valid or Expired • Military ID, Fully Valid • U.S. Driver's License, Fully Valid	❑·
5	**PASSPORT PHOTO (2" × 2" COLOR PHOTO ON WHITE BACKGROUND WITH NO EYE GLASSES)** • Staple the four (4) corners of the photo to the passport application	❑·
6	**PHOTOCOPIES** • Child's Birth Certificate • Parents' IDs • Child's prior passport	❑·
7	**REQUIRED PASSPORT FEE** • **$135 USD PASSPORT FEE**, which MUST be paid on pay.gov; bring your payment confirmation	❑·
8	**SELF ADDRESSED (MPS) ENVELOPE** • Letter size: 9 1/2 x 12 5/8" OR 10 x 15" • See sample below	❑·

9	**IF EITHER PARENT IS NOT PRESENT AT THE TIME OF APPLICATION (<u>BRING BOTH</u>)** • Original, Notarized Form DS-3053 ***AND*** • Copy of ID used to sign the Form DS-3053	❑·

