U.S. Embassy Tokyo

TOURIST PASSPORT ADULT 1st TIME

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
- 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** • Create the application form online: https://pptform.state.gov/ • Handwritten forms will not be accepted • Print it out SINGLE SIDED • **DO NOT SIGN**	❑·
2	**ORIGINAL PROOF OF CITIZENSHIP (BRING AT LEAST ONE)** • U.S. Birth Certificate, Listing Both Parents' Names • Naturalization Certificate • Consular Report of Birth Abroad • Prior Passport	❑·
3	**PROOF OF IDENTITY (BRING ONE OF THE ITEMS LISTED BELOW)** • Prior Passport, Valid or Expired • Military ID, Fully Valid • U.S. Driver's License, Fully Valid	❑·
4	**ORIGINAL PROOF OF NAME CHANGE (IF APPLICABLE)** • Marriage Certificate, Divorce Decree, or Court Order	❑·
5	**PHOTOCOPIES** • Proof of Citizenship • Proof of Identify • Previous passport	❑·

#	Item	Complete?
6	**PASSPORT PHOTO** • 2” × 2” color photo on white background • NO eye glasses and NO uniforms • Staple the four (4) corners of the photo to the passport application	❑·
7	**SELF ADDRESSED (MPS) ENVELOPE** • Letter size: 9 1/2 x 12 5/8” OR 10 x 15" • See sample below	❑·
8	**APPLICABLE FEE** • **$165 USD PASSPORT FEE**, which MUST be paid on pay.gov; bring your payment confirmation	❑·

