**Contact Information**

|  |  |
| --- | --- |
| Office Location | Building 5699 Camp Foster IPAC |
| Office Service | Walk In Only, No Appointments |
| Office Hours | Monday – Wednesday and Friday 0730-1630, Thursday 0730-1400 Closed all Federal Holidays  |
| Office Numbers | 645/9848/ 9847/ 9842 or 098-9709842 |
| Email | Ipac\_campfoster\_passport@usmc.mil |

1. **Applications:** **must be TYPED FORM FILLER OPTION** and printed from the **www.travel.state.gov** website. **Handwritten applications or applications without the barcode** in the top left **corner will not be accepted**.

|  |  |
| --- | --- |
| Initial Adult Passport and All Applicants under the age of 16 | DS-11 |
| All Adult Renewals | DS-82 |

\*\* **BOTH PARENTS MUST BE PRESENT FOR ALL PASSPORT APPLICAINTS UNDER THE AGE OF 16\*\***

1. **Forms for Certain individual situations.**

|  |  |
| --- | --- |
| Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card | DS-64 |
| Statement of Consent: Issuance of a U.S. Passport to a Minor Under Age 16 | DS-3053 |
| Application for a U.S. Passport: Name Change, Data Correction, and Limited Passport Book Replacement | DS-5504 |
| Statement of Exigent/Special Family Circumstances for Issuance of a U.S. Passport to a Minor Under Age 16 | DS-5525 |

**\*DS- 3053 Parent cannot be on island and must provide original notarized DS- 3053 and copy of I.D to parent applying for child.**

1. **Two Color Passport: Photos: 2x2 with white background must be taken within 6 months.** Kimono Photo Bonbon Shop located on Camp Foster (4 Seasons) and Kadena Air Force Base (in BX). 5-10 minutes and walk-ins are welcomed. ***1 Sheet = 2 Prints***
2. **Proof of Citizenship:** Must provide/present **original documents**. \*\**Photo copies or notarized copies are* ***not authorized****\*\** Original documents will be mailed out. Please get notarized copies for your records before surrendering your originals **Abstract Birth Certificates from Texas issued before March 2003,Hudson County NJ, California Short-Form, Brunswick County issued before May 1, 2009, Puerto Rico Birth Certificates issued before July,1 2009 will not be accepted,**

 **Birth Certificate Requirements**

* Issued by City County or State
* Must lists bearer’s full name, date of birth, and place of birth,
* Must list Parent(s) Full Name(s)
* Must have a date filled with Registrar Office and Registrar full signature. (Must be within one year of birth)
* Has embossed, impressed, or multicolored seal of registrar.

|  |  |
| --- | --- |
| DS-11 First time Applicant’s | Birth Certificate, Naturalization Certificate or Consulate Report of Birth Abroad (CRBA) |
| DS- 11 and DS-82 with valid Passport of any type | Bring in all Valid Passport(s) and Photo I.D |
| DS-82 (expired) | Bring in all Passport(s) not hole punched and 2 valid photo I.D’s |

1. **Proof of Identification:** Must be valid **(not expired).**

|  |  |
| --- | --- |
| Adult Applicant | Military/Government I.D card |
| Child Applicant | Both Parent’s military/ Government I.D Cards  |

1. **Money Order: Must** come from the **Posts Office or Community Bank.** Must be the exact amount. Can do one Money order for whole family.

**Adult Passports (16 and up)**

[First-Time Applicants](https://jp.usembassy.gov/passports/first-time-passport-applications/)

|  |  |
| --- | --- |
| Passport book | $165 |
| Passport book and card | $195 |

[Renewal Applicants](https://jp.usembassy.gov/passports/passport-renewals/)

|  |  |
| --- | --- |
| Passport book | $130 |
| Passport card | $30 |
| Passport book and card | $160 |

NOTE: If your last passport was issued before you were 16 or more than 15 years ago, a $35 execution fee will be added to the above fees.

**Other**

|  |  |
| --- | --- |
| Replacement for lost/stolen/damaged passport book | $165 |
| [Amendment/correction of passport book](https://jp.usembassy.gov/passports/amending-correcting-passports/) (within 1 year) | No fee |
| [Emergency passport renewal](https://jp.usembassy.gov/passports/renewing-emergency-passports/) (within 1 year) | No fee |

**Child Passports (under 16)**

|  |  |
| --- | --- |
| [Passport book](https://jp.usembassy.gov/passports/children-under-16-first-time-and-renewal/) (First Time and Renewal) | $135 |
| [Passport book and card](https://jp.usembassy.gov/passports/children-under-16-first-time-and-renewal/) (First Time and Renewal) | $150 |
| Replacement for lost/stolen/damaged passport book | $135 |
| [Amendment/correction of passport](https://jp.usembassy.gov/passports/amending-correcting-passports/) (within 1 year) | No fee |
| [Emergency passport renewal](https://jp.usembassy.gov/passports/renewing-emergency-passports/) (within 1 year) | No fee |

**Report of Birth, First Passport**

|  |  |
| --- | --- |
| [Consular Report of Birth Abroad](https://jp.usembassy.gov/services/citizenship-services/birth/) | $100 |
| Passport book | $135 |
| **Total** | $235 |

NOTE: If you apply for a passport card, $15 will be added to the above total fee.

**Notarials**

|  |  |
| --- | --- |
| Each Seal | $50 |

**Loss of Nationality**

|  |  |
| --- | --- |
| Per case | $2,350 |