



**American Consulate General
Osaka-Kobe**

11-5 Nishitenma 2-chome, Kita-ku, Osaka 530-8543

Tel. 06-6315-5912/FAX 06-6315-5914

e-mail: AOK@state.gov

RENEWING AN ADULT PASSPORT BY MAIL

IMPORTANT - YOU MAY USE THE ENCLOSED FORM (DS-82) ONLY IF:

1. You can submit your most recent U.S. passport, and
2. Your most recent U.S. passport was issued on or after your 16th birthday, and
3. You were issued your most recent U.S. passport less than 15 years ago, and
4. You have a full validity passport and your name or other biographical descriptions remain the same
or,
you have a passport issued **more than one year ago** and you can submit required documentary proof of change of passport descriptions, or extension of limited passport.

If you meet all of the above criteria, please complete and forward the enclosed DS-82 application to:

Passport Unit, Consular Section
American Consulate General Osaka-Kobe
11-5 Nishitenma 2-chome, Kita-ku, Osaka 530-8543

If you are not eligible to apply for your passport by mail, you must appear at the Consulate personally and execute a passport application. If you have any questions, please call (06) 6315-5912.

PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- Your most recent U.S. passport;
- One recent color photograph with **white-background** (see reverse for details). Please sign the photograph on the back;
- A completed application form DS-82. (Please disregard the instructions attached to the application form and follow the instructions on this information sheet);
- One of the following return envelope enclosed in your application:
 - An EXPACK 500(stamped envelope, express, hand-in delivery. 500Yen)
 - A POSPACKET (ポスパケット) barcode label (up to 1kg, post box delivery. 400 Yen)
 - A self-addressed envelope or a self-addressed stamped envelope for an express or registered mail. (See reverse for suggested amount of postage depending on number of passports, passport type, and type of mail.)Please make sure that the envelope has a complete address in legible writing with a 7-digit postal code.
- A passport fee of US\$70 and a security enhancement fee of \$40, **a total of \$110. We cannot accept personal checks.**

All mail-in applications must be paid by International Postal Money Order (国際郵便為替証書) or a traveler's check in U.S. dollars made out to "Consular Section, American Consulate General Osaka-Kobe, Unit 9800, Box 355, DPO AP 96303-0355, U.S.A." These money orders are available from Central Japanese Post Offices from 9:00 a.m. to 6:00 p.m. on business days, and most other Japanese post offices except Kanni post offices (which do not sell those money orders) until 4:00 p.m. The charge for this money order is currently ¥2000 and you will be asked to show an identification document such as a passport or driver's license. Please enclose the money order/traveler's check in the same envelope in which you send us your application. You can find post office locations, hours and telephone numbers by checking: <http://www.jp-network.japanpost.jp/storesearch/services/>

- If you need to have your current passport descriptions changed or extended its validity, documentary proof of the change such as a certified copy of court order, marriage certificate, birth certificate, divorce decree, Japanese family register, etc. If your passport was limited in its validity (less than ten years for an adult or five years for a minor), please consult with us to know what documentary proof you need by sending us a copy of passport picture page and any other pages contains endorsements regarding the limit, unless you have a Consular officer's letter regarding an issuance of emergency passport overseas.

Number of Renewing Passport and Type	Registered Mail 簡易書留 (<i>Kanni Kakitome</i>)	Registered Express Mail 簡易速達(<i>Kanni Sokutatsu</i>)
One 24-page/48-page passport	440 Yen (up to 100g)	710 Yen
Two 24-page/48-page passports	500 Yen (up to 150g)	770 Yen
Up to four 48-page passports	540 Yen (up to 200g)	810 Yen

Your new passport and canceled previous passport will be returned to you by mail **in approximately two weeks**.

PASSPORT PHOTOGRAPH:

Please note that the Japanese passport photograph size is different from that of our requirements. **Please do not attach the photo to the application form** either by staples or glue. Each applicant for a passport must provide one color photograph that meets the following requirements.

Number and recency: One (1) photograph of the passport applicant. It must be not more than six (6) months old, and portray a good likeness of the applicant.

Size: The size of photograph should be **2x2 inches (5x5 cm)**. The image size measured from the bottom of the chin to the top of the head (including hair) should be not less than 1 inch (2.54 cm) nor more than 1 3/8 inches (3.5 cm). See the diagram below.

Pose and attire: Photograph must present a clear, full front face view. The applicant should be dressed in normal attire, without a hat, unless the headcovering is part of religious attire worn daily. Dark glasses may not be worn in passport photograph unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

Type and quality: Photograph must be color photograph with a **plain white background** and proper lighting, and must be printed on thin paper, without shadows on the face or in the background. **There should be good contrast between the subject of the photo and the background, so individuals with very fair skin should select a slightly darker (gray)background.** A photograph retouched is not acceptable. A digitized photo must be produced on digital printers. Some printers will produce a photo in which individual pixels are seen. Such a photo is not acceptable. Magazine or full-length photographs are not acceptable. A **photo of ideal quality is one printed at a professional photo shop using high-resolution digital printers.**

Signature: Please sign on the reverse side in the center of the photograph.

Examples: You may wish to visit the Department of State's website giving information on passport and visa photography at: http://travel.state.gov/passport/guide/guide_2081.html. This site gives explanations of photos specifications and a number of acceptable and unacceptable photographs.

