



AMERICAN CONSULATE GENERAL
OSAKA-KOBE

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INFORMATION FOR PARENTS RENEWING A CHILD'S PASSPORT AND FOR APPLICANTS WHO MUST APPLY IN PERSON

Most adult U.S. citizens in Japan are eligible to renew their passports by mail. Please refer to our information sheet entitled "Renewing An Adult Passport By Mail" for details. If you would like to know how to apply for the first passport for your child who was born in Japan, please refer to our information sheet entitled "Reporting the Birth Abroad of Your Child."

1. IF YOU ARE APPLYING FOR A MINOR AGE 15 YEARS OLD OR YOUNGER:

WHO SHOULD COME TO THE CONSULATE:

- Both parents or legal guardians (See below for more information on two-parents consent.).
- Your child (Effective February 1, 2008, all minors are required to appear in person.).

WHAT YOU NEED TO BRING:

- **Your child's most recent U.S. passport,**
- **Evidence of your relationship to the child in application:**
 - Certified copy of U.S. birth certificate with parents' names, or
 - Certified copy of foreign birth certificate with parents' names and its English translation, or
 - Consular Report of Birth Abroad (FS-240) with parents' names, or
 - Adoption decree with adopting parents' names, etc.,
- **One color photograph with white-background** (see page 3 for details),
- A passport fee of \$65.00 and a security enhancement fee of \$40.00, **a total of \$105.00.** (We accept cash either in U.S. Dollars or equivalent Japanese Yen at the Consulate exchange rate. For payments in person, we also accept U.S. Dollar traveler's checks and the following credit cards: Visa, MasterCard, American Express, Novus/Discover and Diners Club. We do not accept personal checks or any other form of payment. At our monthly consular services day in Nagoya, we can only accept cash in Yen or U.S. Dollars),
- **Parents' identification:** Valid passports, valid driver's license, alien registration card, etc.,
- Your child's Social Security number,
- A completed passport **application form DS-11** (Do not sign until you are requested to do so before a Consular officer. *Please disregard the instructions attached to the application form and follow the instructions on this information sheet if you find any contradictory instructions*).
- **One of the following return envelopes:**
 - AN EXPACK 500 (stamped envelope, express, hand-in delivery, 500YEN),
 - A POSPACKET (ポスパケット) barcode label (regular, post box delivery, 400YEN),
 - A self-addressed envelope for regular mail, or a self-addressed stamped envelope for an express or registered mail.

Please make sure that your envelope has a complete address in legible writing with a 7-digit postal code.

Number of Report of Birth/Passport and additional renewing passport	Regular Mail 簡易書留(<i>Kanni Kakitome</i>)	Registered Express Mail 簡易速達 (<i>Kanni Sokutatsu</i>)
Up to Two Reports of Birth/Passports (For one or two new born children)	500 Yen (up to 150g)	770 Yen
One Report of Birth/Passport <i>together with up to two passports Renewal</i>	540 Yen (up to 250g)	810 Yen

PARENTAL CONSENT TO PASSPORT ISSUANCE:

1. Both parents sign the child's passport application in person at the Consulate General; **or**,
2. One parent signs at the Consulate General, **and** submits the second parent's **notarized** consent form unequivocally authorizing passport issuance for the child (for your convenience, enclosed is a statement of consent form) **or**,
3. One parent signs at the Consulate General and submits evidence of sole authority to apply (i.e. divorce decree, Japanese family register, adoption decree, death certificate, etc.),
4. If none of the above documents are available, the applying parent/guardian must submit a signed explanation and documentation showing why the non-applying parent's consent cannot be obtained. Exceptions may be granted only in exigent (i.e. the health or welfare of the child is in jeopardy) or special family (i.e. the non-signing parent's whereabouts is unknown, s/he is medically incapable or is incarcerated) circumstances. If your case falls under these circumstances, please contact us at (06) 6315-5912.

2. YOU MUST APPLY FOR A U.S. PASSPORT IN PERSON IF ANY OF THE FOLLOWING APPLIES TO YOU EVEN IF YOU ARE AGE 16 YEARS OR OLDER.

1. Your most recent passport has been lost, stolen or seriously damaged, *or*
2. Your most recent passport was issued more than 15 years ago, *or*
3. Your most recent passport was issued when you were age 15 or younger, *or*
4. You have never been issued a U.S. passport before.

Please note that we may need more documents, proof, information, etc., from applicants on a case-by-case basis in the above mentioned cases. If you have lost your passport or had your passport stolen, please notify a local Japanese police station first, and then call us at (06) 6315-5912. People who have never been issued a U.S. passport in the past should also call us before visiting us.

Generally, you will need to bring;

- **Your most recent passport**, or proof of your U.S. citizenship such as a certified copy of U.S. birth certificate, Consular Report of Birth Abroad, Certificate of Naturalization, etc.,
- **Your most recent photo identification**, such as a driver's license, an alien registration card, etc.,
- **One color photograph with white-background** (see below),
- A passport fee of \$95.00 and a security enhancement fee of \$40.00, **a total of \$135.00 for applicants 16 years old or older.** (Please see above for information on what kinds of payment are accepted.)
- Your Social Security number, if you have one,
- A completed passport **application form DS-11** (Do not sign until you are requested to do so before a Consular officer. ***Please disregard the instructions attached to the application form and follow the instructions on this information sheet.***)
- A self-addressed stamped envelope (see the above page for suggested amount of postage).

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 meet 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.

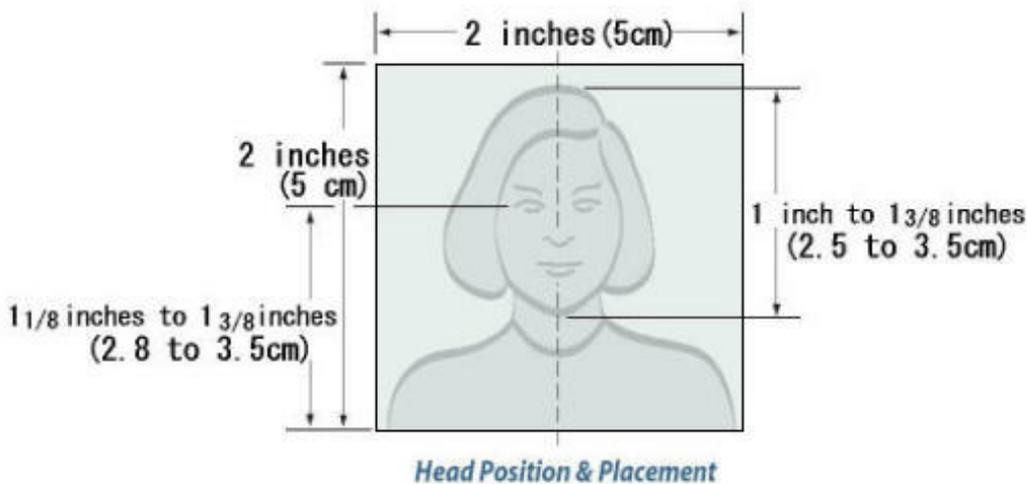
Size: The photograph should be 2x2 inches (5x5 cm). The image size measured from the bottom of the chin to the top of the head (including hair) should be not less than 1 inch (2.54 cm) nor more than 1 3/8 inches (3.5 cm). See the diagram next page.

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. **A photo of ideal quality is printed at a professional photo shop using high-resolution 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 photo specifications and a number of acceptable and unacceptable photographs.



HOW TO VISIT THE CONSULATE GENERAL:

All the walk-in services except an emergency are by appointment only. Generally, we accept appointments between 9 a.m. and noon and 1:30 p.m. to 3:30 p.m. on our business days. You can make an appointment at our website: <http://osaka.usconsulate.gov/service.html>. We are closed on both Japanese and American holidays. Please refer to our List of Holidays for details. The Consulate General is located close to both Umeda (Hankyu, Hanshin, Midosuji subway line, JR Osaka) and Yodoyabashi stations (Midosuji subway line, Keihan). Kitashinchi station of the JR Tozaisen and Higashi Umeda station of the Tanimachi subway line are also close to us. The passport section is on the 4th floor of the Consulate General building. Our address is as above. After you apply for a passport in person, we will normally mail you your new passport **in approximately two weeks**. People in the Nagoya area can visit the Nagoya Consulate for our consular services on the second Wednesday of every month on an appointment basis. Please see our information sheet entitled “Consular Services in Nagoya” for details.

