



American Consulate Fukuoka, Japan  
2-5-26 Ohori, Chuo-ku, Fukuoka 810-0052  
Tel: 092-751-9331 Fax: 092-713-9222

## APPLICATION FOR ADULT'S PASSPORT BY MAIL (PPT-A)

### YOU MAY USE THE APPLICATION FORM (DS-82) AND APPLY FOR A U.S. PASSPORT BY MAIL IF:

1. You were issued your most recent 10 year passport within the past 15 years, and
2. You were at age 16 or older when your passport was issued, and
3. You can submit your most recent U.S. passport with the application.
4. Your name will remain the same on your most recent passport (other than a name change due to marriage or divorce).

### YOU MAY NOT USE THE FORM DS-82 IF YOU DO NOT MEET THE ABOVE REQUIREMENTS AND IF:

- You are applying for a first U.S. passport.
- You are applying to replace a lost, stolen, or mutilated passport.
- You are applying for the first 10 year passport after you became 16 years old.
- You are a minor.

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## INSTRUCTIONS

Please send the following items with your application form to the address above,  
**ATTN: Passport Section.**

You must submit all the documents requested below. The Consulate may not be able to process your application if do not submit them.

1. ( ) Your most recent passport (10 year passport issued within the past 15 years)
2. ( ) Two recent identical photographs (color only) 5 cm X 5 cm square, taken on a light white background (see photo information sheet).
3. ( ) Passport fee **\$55.00.**  
**All mail-in application must be paid in U.S. dollars**  
U.S. dollars cash or U.S. dollar international bank/postal money order made payable to: American Embassy (Fukuoka) Unit 45004, Box 242 APO AP 96337-5004. We cannot accept personal checks and Japanese yen postal money order.

We recommend that you send us your application via Japanese registered mail ("Kakitome" 書留).

4. ( ) A self-addressed envelope. If you would like your passport returned via Japanese registered mail ("Kakitome" 書留), add postage stamps in the amount of 560 yen.

See Back

5. ( ) If, through marriage or divorce, your name has changed since you obtained your most recent passport, please submit the documentation (original or certified copy) to reflect the name change.

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- A. Complete the application by typing or printing in black ink.
- B. Read carefully the photo information sheet concerning the size of the passport photographs required. We must request new photographs if your photographs do not meet our requirements, e.g., black and white photos, blurry features, small head size, and photos not in the size of 5 cm square.
- C. Your passport application will be sent to the Charleston Passport Center in South Carolina, U.S.A. Your canceled old passport and a new passport will be returned to you by mail in approximately 3 weeks.
- D. If you are not eligible to apply for a passport by mail, you must appear at the Consulate in person to execute a passport application (form DS-11) before a consular officer. Please call the Consulate at 092-751-9331 for an appointment.

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