

The Osan Passport Office has been designated as a Military Passport Acceptance Agency by the U.S. State Department for accepting Official, no-fee (dependent) and Tourist passport applications. As a Military Passport Acceptance Agency, we do not produce passports, but rather act as an authorized courier between you and the U.S. State Department for passport applications. The requirements vary depending on the type of passport application submitted and individual Status.

Every application is different and will require proper documentation. The Passport Agent reviews each application and the necessary paperwork to satisfy each situation. It may be necessary to meet with the agent three times: Once to understand the requirements, once to process the application, and finally to pick up the passport. As the passport process can be lengthy, it is recommended to start the process as early as possible.

Official Passports receive priority over Tourist Passports. With this exception, our Passport Agent sees applicants on a first-come-first-served basis. Please be patient. Each application is thoroughly reviewed before submission to Washington as errors will delay passport processing ranging in times from weeks to months. While the agent is available and willing to help all applicants, the U.S. Embassy and Camp Humphreys have additional agents who take appointments and have multiple agents to process applications.

To access forms/instructions for passport applications, please click the link for the U.S. Embassy website and select U.S. Passports located under U.S. Citizen Services heading.

[http://seoul.usembassy.gov/acs\\_service.html](http://seoul.usembassy.gov/acs_service.html)

**Additional Passport information can be found at:**

<http://www.asktheconsul.org>

Osan Air Base (MPS Bldg 936)

Office Hours: 0830-1100 and 1200-1500, M,W, F

Closed Thursdays, U.S./Korean Holidays, and Military Downdays

Osan Air Base DSN – 784-1666 Option 1 (leave a message)

\*Please sign-in at the MPS main lobby (Bldg 936)

U.S. Embassy Seoul

Appointment Hours: 0845-1115, M-F and 1300-1500, M,T,Th,F

Appointment Website: [http://seoul.usembassy.gov/acs\\_appt.html](http://seoul.usembassy.gov/acs_appt.html)

Email: [Seoulinfo@state.gov](mailto:Seoulinfo@state.gov)

Website: [http://seoul.usembassy.gov/acs\\_service.html](http://seoul.usembassy.gov/acs_service.html)

DSN 721-4522/4433, comm (02)397-4114

Embassy Services at Yongsan (ACS Bldg 4106)

Every Wednesday from 0900-1400

Walk-in or call Yongsan Legal Office for an appointment, DSN 738-8111

Additional Passport Agents (each can assist you)

Camp Casey DSN 730-3107/3032

Camp Henry DSN 768-7692/7693

Camp Humphreys DSN 753-8557

Osan Air Base DSN – 784-1666 Option 1 (leave a message)

Yongsan DSN 738-8111

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## **US Embassy Seoul Announcement**

Beginning June 15, 2011, all routine American Citizen Services (including passport applications, request for consular report of birth abroad, and notarial services) provided at the Embassy will require an appointment.

We will no longer accommodate walk-in customers at the Embassy unless the service needs to be provided on an emergency basis. To make an appointment for services, please see our website <http://seoul.usembassy.gov/>

U.S. Embassy consular personnel are available on the 2nd floor of the U.S. Army Garrison Yongsan Army Community Services Building for consular services every Wednesday from 0900 – 1400(9:00 am – 2:00pm). These services are available on a walk-in basis.

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