

PASSPORT OVERVIEW

Introduction

To obtain a passport for the first time, you need to go in person to one of 9,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship, and a valid form of photo identification such as a driver's license.

You'll need to apply in person if you are applying for a U.S. passport for the first time: if your expired U.S. passport is not in your possession; if your previous U.S. passport has expired and was issued more than 15 years ago; if your previous U.S. passport was issued when you were under age 16; or if your currently valid U.S. passport has been lost or stolen.

You can renew by mail if: Your most recent passport is available to submit and it is not damaged; you received the passport within the past 15 years; you were over age 16 when it was issued; you still have the same name, or can legally document your name change.

Should You Apply In Person?

You are applying for a U.S. passport for the first time.	Yes
Your previous U.S. passport was lost, stolen, or damaged.	Yes
Your previous U.S. passport has expired & was issued more than 15 years ago.	Yes
Your previous passport has expired and it was issued when you were under 16.	Yes
Your name has changed since your passport was issued and you do not have a legal document formally changing your name.	Yes

NOTE: All persons must have their own passports, including infants.

For All Minors Under Age 14 :

- Each minor child shall appear in person.
- All applications for children under 14 require both parents' or legal guardians' consent.

For All Minors Ages 14 to 17:

- Each minor child shall appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child and present identification.
- Follow instructions below.

SEVEN EASY STEPS TO A PASSPORT

1. Prepare ahead of time.
2. Provide application for passport.
3. Present proof of U.S. citizenship.
4. Present proof of identity.
5. Provide two passport photos.
6. Pay the applicable fee.
7. Provide a Social Security Number.

1. Prepare ahead of time.

Before you go:

- Pose for a passport photo at Walmart, Target, or Walgreens.
- Find the post office to submit your forms and check passport hours.

When you go:

- Bring application, photos, and payment.
- If minor children need passport, take spouse.
- Stand in passport line, not mail line.

2. Provide Application for Passport, Form DS-11

3. Present Proof of U.S. Citizenship

All documentation submitted as evidence of U.S. Citizenship will be returned with the issued passport.

You may prove U.S. Citizenship with any one of the following:

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.)
- Certified [birth certificate](#) issued by the city, county or state
- [Consular Report of Birth Abroad or Certification of Birth](#)
- Naturalization Certificate
- Certificate of Citizenship

If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:

1. Letter of No Record -Issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.
2. **AND as many of the following as possible:**
 - Baptismal certificate
 - Hospital birth certificate
 - Census record
 - Early school record
 - Family bible record
 - Doctor's record of post-natal care
 - You may also submit an Affidavit of Birth, form DS-10, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent.

FOR MINORS UNDER THE AGE OF 14:

The citizenship evidence submitted for minors under the age of 14 must list both parents' names.

4. Present Proof of Identity

You may prove your identity with any one of these, if you are recognizable:

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as proof of identity.)
- Naturalization Certificate
- Current, valid
 - Driver's license
 - Government ID: city, state or federal
 - Military ID: military and dependents

NOTE: Your Social Security Card does NOT prove your identity.

FOR MINORS UNDER THE AGE OF 14:

- Your child must appear in person.
- Both parents or legal guardians must present evidence of identity when they apply for a minor under the age of 14.

FOR MINORS 14 to 17:

- Your child **MUST** appear in person.
- For security reasons, parental consent may be requested.
- If your child does not have identification of his/her own, you need to accompany your child, present identification and co-sign the application.

5. Provide Two Passport Photos

Your photographs must be:

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
 - Uniforms should not be worn in photographs except religious attire that is worn daily.
 - Do not wear a hat or headgear that obscures the hair or hairline.
 - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
 - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

6. Pay the Applicable Fee

Passport Fees-

Age 16 and older: The passport application fee is \$67. The execution fee is \$30. The total is **\$97**.

Under Age 16: The passport application fee is \$52. The execution fee is \$30. The total is **\$82**.

The passport application fee includes the \$12.00 Security Surcharge.

Passport Renewal Fees (Form DS-82)

Non-Refundable

You may use this form if your previous passport:

3. Was issued when you were 16 or older.
4. Was issued in the last 15 years.
5. Is not damaged.
6. Is submitted with your application.

The passport application fee is **\$67**.

Expedited Service - Add \$60 for each application

Methods of Payment-

For Passport Application Fee:

- Personal checks, money orders, and bank drafts at all locations
- Exact cash at some locations (verify with the Acceptance Facility)

For Execution Fee:

- Money orders and bank drafts at all locations
- Personal checks and exact cash at some locations (verify with the Acceptance Facility)
- Credit cards at U.S. Postal Facilities and some other locations (verify with the Acceptance Facility)

7. Provide a Social Security Number

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call your nearest IRS office.

- Most of this article was copied from the internet site: travel.state.gov/passport