

Preparing for Your Appointment: Applying For A Passport Using Form DS-11

Solution

How to Apply Using Form DS-11



1. Fill Out the Form



Please note:

- If you have internet access, we recommend that you use the Form Filler which will select the correct form for you based on the information you input. Do not sign the application until instructed to do so by the acceptance agent.
- You must provide a Social Security number, if you have been issued one.

- If you do not have a Social Security number, you must submit a statement, signed and dated, that includes the phrase, "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration."
- You can apply for a passport book, a passport card, or both documents using Form DS-11.
- You may request a larger passport book with 52 pages, at no additional cost, by checking the '52 page' box at the top of the DS-11.
- Listing Jerusalem as your Place of Birth: Effective October 29, 2020, U.S. citizens born in Jerusalem will be able to request either "Jerusalem" or "Israel" as their place of birth when applying for a U.S. passport. Please note you do not need to reapply for a new U.S. passport, because your document will remain valid after this change in our policy. If you choose to renew or reapply for a passport with the new place of birth designation, you must pay all applicable fees. U.S. citizens born in Jerusalem who do not specify their place of birth on passport applications as "Israel" will continue to be issued documents that indicate their place of birth as "Jerusalem."

2. Provide Evidence of U.S. Citizenship

You must submit one of the following. Your evidence must be an **original or certified, physical copy**. A certified copy is any document that has the seal or stamp of the official issuing authority.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. Birth Certificate that meets the following requirements:
 - Issued by the city, county, or state of birth
 - Lists your full name, date of birth, and place of birth
 - Lists your parent(s)' full names
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature
 - Has the seal of the issuing authority
- [Consular Report of Birth Abroad or Certification of Birth](#)_(Click on link for details)
- Certificate of Naturalization
- Certificate of Citizenship

If you cannot submit one of the above acceptable documents, or for more information, please see the [Citizenship Evidence](#) page on our website, Travel.State.Gov.

Please note **you cannot submit digital evidence** of U.S. citizenship such as a mobile or electronic birth certificate. You must submit physical evidence of U.S. citizenship and a photocopy of the document.

3. Bring a Photocopy of U.S. Citizenship Evidence

Submit a photocopy of the front (and back, if there is printed information) of the U.S. citizenship evidence you're providing to us.

Photocopies must be:

- Legible

- On white 8.5"x11" standard paper
- Black and white
- Single sided

If you don't want to submit a photocopy of your citizenship evidence, you may submit a second certified copy of your citizenship evidence, which we will keep. If you don't submit a photocopy or a second certified copy of your citizenship evidence, your passport processing could be delayed.

4. Present ID

You must present one of the following identification documents (IDs) to the acceptance agent. The ID must readily identify you.

- Valid or expired, undamaged U.S. passport book or passport card
- In-state, fully valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant
- U.S. Permanent Resident Card (Green Card) - commonly used by a parent of a U.S. citizen child applicant
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- Other documents: In-state, fully valid learner's permit with photo, In-state, fully valid non-driver ID with photo, and temporary driver's license with photo. Note: you may be asked to present an additional ID when presenting one of these 3 documents.

If you cannot present one of the IDs above, or for more information, please see the [Identification](#) page on our website, Travel.State.Gov.

Please note:

- Some states now issue **digital ID** documents (also known as mobile driver's licenses or mobile IDs). We cannot accept these digital IDs when you apply for your U.S. passport. You must continue to submit your physical, photo ID and a photocopy of the ID.
- If you present an **out-of-state** ID, you must present an additional ID.
- If you are **changing the sex marker** in your U.S. passport, please see these [additional requirements](#) on our website, Travel.State.Gov.

5. Bring a Photocopy of ID

Submit a photocopy of the front (and back, if there is printed information) of each ID that you present when you apply.

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single sided

6. Determine any Special Circumstances

If any of the below categories apply to you, you may have additional requirements for your passport application. (Please click on the links below for additional information.)

- [Children under 16](#)
- [Children 16-17](#)
- Previous passport was [lost or stolen](#)
- Owe >\$2500 in [child support](#)
- [Requesting a sex marker change](#)
 - [Official, diplomatic, or other special issuance](#) passport (only accessible from a U.S. government device).

7. Provide a Photo

You must provide one photograph with your application. To avoid processing delays, be sure your photo meets all of the following passport photo requirements:

- Color photo, taken in last 6 months
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo.
- Use a plain white or off-white background.

For additional information, see the [photo requirements](#) page on our website, Travel.State.Gov.

8. Calculate Fees

Adult Applicants (Age 16 and older):

Product	Application Fee	Execution Fee	Expedite Fee
Passport Book	\$130	\$35	\$60

Passport Card	\$30	\$35	\$60
Passport Book & Card	\$160	\$35	\$60

Child Applicants (Age 15 and younger):

Product	Application Fee	Execution Fee	Expedite Fee
Passport Book	\$100	\$35	\$60
Passport Card	\$15	\$35	\$60
Passport Book & Card	\$115	\$35	\$60

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- References