

How to Apply for a U.S. Passport

Introduction

Passport is an official document that shows to other nations you are a legal citizen of your particular nation of origin. When traveling overseas, passport is essential for crossing the country's borders.

Required Materials

Application form ^[1]
Evidence of U.S. citizenship
Passport photo
Photo Identification
Fee

Instructions:

1) Confirm Your Eligibility

- a) You can find out your eligibility online through the U.S. State Department ^[2] by filling out your current residence, your date of birth and whether you've had a U.S. passport before.

2) Choose Passport Type

- a) Passport Book (\$80 Valid for all international travel);
- b) Passport Card (\$15 Valid only for return to the U.S. by land or sea from Canada, Mexico, Bermuda, and the Caribbean);
- c) Both which charges \$95.

3) Fill Out the Application Form

- a) You must submit the DS-11 application form ^[1] in person at one of the agencies ^[3].
- b) You will need to provide your social security number.

4) Present evidence of citizenship

- a) There are different documentations to prove U.S. citizenship:
 - i) A certified U.S. birth certificate;
 - ii) A consular report of birth abroad or certification of birth;
 - iii) A naturalization certificate or a certificate of citizenship.

Note: If you have never had a birth certificate filed, see [Citizenship Evidence](#) for directions.

5) Present Photo Identification

- a) You need to provide one of the following photo identification, as well as a photocopy of that documents:
 - i) Valid Driver's License;
 - ii) Valid state non-drive ID

- iii) Valid government ID
- iv) Valid Military ID

6) Provide a Passport Photo

- a) You can take your photo at your passport acceptance facilities in your area, or you can take the photo by yourself.
- b) Requirements for the photo:
 - i) It must be taken within the last 6 months and represent your current appearance;
 - ii) It has to be in color, printed on matte or glossy photo quality paper
 - iii) 2 x 2 inches (51 x 51 mm) in size

Note: Visit the [Photo Composition Template](#) for more size requirement details.

7) Find an Authorized Passport Agency

- a) You can search the agency locations by zip code ^[3], and submit all the documents that specified above at the agency.

8) Request Expedited Service

There are different options for expedited service:

- a) Standard Processing: No additional Fees, Processed in 4-6 weeks;
- b) Expedited Processing (\$60): processed in 2-3 weeks, door-to-door;
- c) Expedited at Agency Processing (\$60 – Restrictions apply): Processed in 8 business days or less based on need.

9) Pay the Required Fee

You can pay the fees with credit cards, debit cards, checks payable to “Department of State,” money orders, or cash with exact change.

WARNING:

If you cannot provide any evidence of U.S. citizenship or naturalization, you will not be able to get a U.S. passport.

Sources:

1. <http://www.state.gov/documents/organization/212239.pdf>
2. <https://travel.state.gov/content/passports/en/passports/apply.html#>
3. <https://iafdb.travel.state.gov/>