

How to Apply in Person for a Passport - Microsoft Internet Explorer

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U.S. DEPARTMENT of STATE

TRAVEL.STATE.GOV BUREAU OF CONSULAR AFFAIRS

Monday, April 19, 2005 INTERNATIONAL TRAVEL PASSPORTS VISAS CHILDREN & FAMILY LAW & POLICY

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How to Apply in Person for a Passport

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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

NOTES:

A previous passport book holder, eligible to use the DS-82, may apply for a passport card as a **Renewal**.

All persons must have their own passports, including infants.

If you are behind in child support payments, you may not be able to get a passport. See [Child Support](#).

For All Minors Under Age 16

Other Government Websites

- USA Gov Service Locator
- Department of Homeland Security
- The White House

Done Internet

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All persons must have their own passports, including infants.

If you are behind in child support payments, you may not be able to get a passport. See [Child Support](#).

For All Minors Under Age 16:

Each minor child shall appear in person.

All applications for children under 16 require both parents' or legal guardians' consent. (See [Special Requirements for Children Under Age 16](#))

For All Minors Ages 16 & 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.

To Apply in Person for a U.S. Passport You MUST:

1. Provide *Application for Passport, Form DS-11*

[To download an application form, please click here.](#)

Or, forms can be obtained from any passport agency or acceptance facility. (Call to check hours of availability.)

NOTE: Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

2. Present Proof of U.S. Citizenship

All documentation submitted as evidence of U.S. Citizenship will be returned to the applicant. Evidence documents will either arrive with the issued passport or in a separate mailing to the applicant. 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

NOTE: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

Consular Report of Birth Abroad or Certification of Birth

Naturalization Certificate

Certificate of Citizenship

A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:

Listed the documentation used to create it **and**

Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

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.

1. **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

NOTES: These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life. 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. **If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:**

1. If you claim citizenship through birth abroad to one U.S. citizen parent:

Foreign birth certificate,

Proof of citizenship of your U.S. citizen parent, AND

An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.

2. If you claim citizenship through birth abroad to two U.S. citizen parents:

Your foreign birth certificate,
Parent's marriage certificate, AND
Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence of physical presence in the United States and abroad before your birth.

[Click here for additional information on documentation of U.S. citizens born abroad who acquire citizenship at birth](#) **NOTE: The following are NOT proof of citizenship**

Voter registration cards
Army discharge papers

[Information on foreign-born children adopted by U.S. citizens.](#) **NOTE:** If you travel extensively, you may request more Visa pages in your passport at no additional cost. To do so, please attach a signed request for additional Visa pages to be added to your application. 48-page passports are no longer available in the U.S. or abroad.

FOR MINORS UNDER THE AGE OF 16: The citizenship evidence submitted for minors under the age of 16 must list both parents' names. [Read more information on the citizenship requirements for minors under the age of 16.](#)

3. 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

NOTE: Your Social Security Card does NOT prove your identity. If none of these are available, you will need:

1. Some signature documents, not acceptable alone as ID

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.) **AND**

2. A person who can vouch for you. He/she must:

Have known you for at least 2 years,
Be a U.S. citizen or permanent resident,
Have valid ID, and
Fill out a Form DS-71 in the presence of a passport agent.

FOR MINORS UNDER THE AGE OF 16: Each minor child shall appear in person. Both parents or legal guardians must present evidence of identity when they apply for a minor under the age of 16. [Read more information on the identity requirements for minors under the age of 16.](#)

FOR MINORS 16 & 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.

4. 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

[Click here for information on acceptable digitized photos.](#)

[Click here for detailed information for professional photographers.](#)

NOTE:Vending machine photos are not generally acceptable

5. Pay the Applicable Fee

[Click here to see current passport fees](#)

Methods of Payment -

At Our 14 Passport Agencies -

Both fees and the surcharge are combined into one payment to the "U.S. Department of State":

Credit Cards – VISA, MasterCard, American Express, Discover

Debit/Check cards (not ATM cards)

Checks (personal, certified, cashiers', travelers'), money orders (U.S. Postal, international, currency exchange), bank drafts

Note: If abroad, U.S. Embassies and Consulates accept the foreign currency equivalent, or a check drawn on a U.S. bank. At our over [9,000 Passport Acceptance Facilities](#), you pay the passport application fee and the security surcharge to the "U.S. Department of State" and the execution fee to the facility where you are applying. 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)

Expedite Fee: (See [How to Get Your Passport in a Hurry.](#))

6. 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.

Where to Apply for a Passport in the U.S.

Most Passport Agencies now accept applications only by appointment. [Click here for more information.](#)

Processing Times

[Return to Passport Services Page](#)