Apply for a U.S. Passport

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# Tasks:

☐ **Apply in Person**

☐ **If this is your first time applying for a US Passport**

☐ **If you are under 16**

☐ **If you were under 16 when issued your first US passport**

☐ **If your previous US passport was issued over 15 years ago**

☐ **If your current US passport was lost, stolen, or ;irreversibly ;damaged**

☐ **If you have changed your name since your first US passport was issued and you cannot provide legal documentation of the name change**

☐ **Fill Out Application for US Passport: Form DS-11**

☐ **Fill out the form either online or download, fill out and print**

*DO NOT SIGN.*

☐ **Provide your Social Secutiry number on the form**

*Failure to do so may result in processing delays.*

☐ **Required Documents:**

☐ **DS-11 Form: Application for a US Passport**

☐ **Proof of US Citizenship**

*This can be one of the following: a previously issued undamaged US passport, a certified birth ;certificate ;issued by the city, state, or county; a ;consular ;report of birth abroad certification, a naturalization certificate, or a certificate of citizenship.*

☐ **Proof of current (valid) identification**

*This can be ;a previously issued undamaged US passport, ;a valid driver's license, a naturalization certificate, or a current government or military ID.*

☐ **Copy of all Identification documents**

*If you are applying out-of state you will need a second photo ID with name, address and document date of issue.*

☐ **Payment**

*Processing charges for a US passport are from $135 (passport book) to $165 (passport book and card).*

☐ **One passport Photo**

*Use a professional passport photo service. These can be found in most chain drugstores and photo-processing stores in the US The photos are relatively cheap, so it is ;recommended ;to get more than one.*

☐ **Submit Completed DS-11 Form in Person**

☐ **Bring the completed DS-11 form to an Acceptance Facility or Passport Agency.**

☐ **Submit proof of citizenship documents with the DS-11 form**

*All documents will be returned to you.*

☐ **Present all required Identification documents.**

☐ **Submit Photocopies of Identification documents.**

☐ **Submit Passport Photo.**

☐ **Pay the applicable fee.**

☐ **Only sign the completed DS-11 form when the Acceptance Agent instructs you to do so.**