

Apply for a U.S. Passport

By Lauren Meir

- 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 Security 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.