



Apply for a U.S. Passport

Fill out form DS-11

1. Visit <https://travel.state.gov/content/travel.html>
2. Click “U.S. Passports”
3. Click “Need A Passport”
4. Click “Apply in Person”
5. Download the form [DS-11](#) and print and fill out the form

Schedule an appointment at an acceptance facility

1. Visit <https://tools.usps.com/rcas.htm>
2. Select a service (“New Passport Only” or “New Passport with Photo Services”)
 - ❖ “New Passport Only” requires you bring passport-style photos with you. Requirements for passport-style photos are here: <travel.state.gov/photos>
3. Select “Search by Location” and enter your city and state or zip code
4. Select your preferred location, date, and time
5. Book the appointment

Attend your appointment

1. Bring to your appointment:
 - ❖ Proof of US Citizenship: original **and** a photocopy of your Certificate of Naturalization or your Certificate of Citizenship
 - ❖ Proof of Identity: original **and** a photocopy of one of the following:
 - Certificate of Naturalization or Certificate of Citizenship
 - Driver’s License
 - Military Identification
 - Federal, state, or city government employee identification
 - ❖ Photograph: If you **do not** book a “New Passport with Photo Services” appointment, you need passport-style photos that meet requirements: <travel.state.gov/photos>
 - ❖ Payment: find the most up-to-date fees here: <travel.state.gov/passportfees>
 - Adult (ages 16 and older): \$110 application fee and \$35 execution fee
 - Child (ages 15 and younger): \$80 application fee and \$35 execution fee
 - Bring **two** checks or money orders. The application and execution fees must be paid separately.

Wait for your application to be approved

1. It can take up to 16 weeks from applying to get your passport in the mail.
2. Check the status of your application here:
<https://travel.state.gov/content/travel/en/passports/need-passport/status.html>