

STEP 1: Complete and Submit Form DS-11: *Application For A U.S. Passport*

Complete Form DS-11: Application for a U.S. Passport. To submit Form DS-11, you:

- **Must** apply **in person** at an Acceptance Facility or Passport Agency
- **Must** include the additional **documentation** required by Form DS-11 (See Steps 2-5)
- **Must not** sign the application until instructed to do so by the Acceptance Agent
- **Must** provide your SSN

STEP 2: Submit Evidence of U.S. Citizenship

When applying for a U.S. passport in person, evidence of U.S. citizenship must be submitted **with** Form DS-11. All documentation submitted as citizenship evidence will be **returned** to you. These documents will be delivered with your newly issued U.S. passport or in a separate mailing.

Primary Evidence of U.S. Citizenship (One of the following):

- Previously issued, undamaged U.S. Passport
- Certified birth certificate issued by the city, county or state*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship

*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, some short (abstract) versions of birth certificates may **not** be acceptable for passport purposes.

STEP 3: Present Identification

When applying for a U.S. passport in person, acceptable **identification** must be presented **at the time of application**.

Primary Identification (One of the following):

- Previously issued, undamaged U.S. passport
- Naturalization Certificate
- Valid Driver's License
- Current Government ID (city, state or federal)
- Current Military ID (military and dependents)

NOTES:

- If you **cannot** submit primary identification, please see Secondary Identification*
- If you apply at an Acceptance Facility and submit **out-of-state** primary identification, you must present an additional ID document, as well. For example, if you apply in Maryland with a Virginia Driver's License, you must present additional ID.

STEP 4: Submit a Photocopy of the Identification Document Presented (STEP 3)

The photocopy **must** be of the ID document that you will present when you apply.

- Photocopy **must** be on plain white, **8 1/2 x 11"** standard paper stock, showing the **front** and the **back** of your ID
- Photocopy **must** contain images on only one-side of each page submitted.
 - If copies cannot be made on the same side of one page, you may present two separate pages; one displaying the front of the ID and the second displaying the back of the ID.
- The paper should be free of other images and/or markings.
- The 8 1/2 x 11" paper size **cannot** be substituted with a larger or smaller size paper, even if the alternative folds down to the 8 1/2 x 11" size.
- You **may** enlarge the image of your ID on the 8 1/2 x 11" page, but you **may not** decrease the size of the image.

Other situations that require a photocopy of identification, but are less common, include:

- If you are presenting Secondary Identification, you must provide a photocopy each document being presented with your application.
- If you submit **out-of-state** primary identification, you must provide a photocopy of each additional identification document submitted with the primary ID.
- An assistant to a disabled applicant who witnesses the signature or signs on the disabled customer's behalf must present a photocopy of his or her ID
- A person acting as an Identifying Witness must present a photocopy of his or her ID

STEP 5: Pay the Applicable Fee

Please see [Current Passport Fees**](#) and methods of payment.

STEP 6: Provide Two Passport Photos

We can help you submit clear and correctly exposed passport photos the **first time** - especially when applying for the **U.S. Passport Card**.

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Taken within the past 6 months, showing current appearance
- 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**:
 - Uniforms should **not** be worn in photographs except religious attire that is worn daily
 - Do **not** wear a hat or headgear that obscures the hair or hairline

- If you normally wear prescription glasses, a hearing device, wig or similar articles, they **should** be worn for your picture
- Dark glasses or nonprescription glasses with tinted lenses are **not** acceptable unless you need them for medical reasons (a medical certificate may be required)

*If you were born in the United States and **cannot** present primary evidence of U.S. citizenship, you may submit a **combination** of early public records as evidence of your U.S. citizenship. Early public records must be submitted together with a birth record or Letter of No Record (see below). Early public records should show your **name, date of birth, place of birth**, and preferably be **created within the first five years of your life**. Examples of early public records are:

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

Early Public Records are **not** acceptable when presented **alone**.

**Adult passport book fees: First Time Application \$75 and execution \$25

Renewal Application \$75, Expedited Service Additional \$60, agencies will accept Credit Card, Checks, or Money Orders for payment of application and execution fee (paid separate).

Passport Agency Locations:

- **BOSTON Passport Agency**
This Agency now issues the US Passport Card on-site!
 Thomas P. O'Neill Federal Building
 10 Causeway Street,
 Suite 247
 Boston, MA 02222-1094
Hours: 8:30 a.m. - 4:30 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1-877-487-2778
- **CHICAGO Passport Agency**
This Agency now issues the US Passport Card on-site!
 Kluczynski Federal Building
 230 S. Dearborn Street,
 18th Floor
 Chicago, IL 60604-1564
Hours: 9:00 a.m. - 4:00 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1-877-487-2778

- **COLORADO Passport Agency**
Cherry Creek III
3151 South Vaughn Way, Suite 600
Aurora, CO 80014
Hours: 8:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1-877-487-2778
- **CONNECTICUT Passport Agency**
50 Washington Street
Norwalk, CT 06854
Hours: 9:00 a.m. - 4:00 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1 (877) 487-2778
- **DALLAS Passport Agency**
This Agency now issues the US Passport Card on-site!
Earle Cabell Federal Building
1100 Commerce St, Suite 1120
Dallas, TX 75242
Hours: 8:00 a.m.- 3:00 p.m., Local Time, M-F, excluding Federal holidays.
Inclement Weather: Listen to radio/TV
Automated Appointment Number: 1-877-487-2778
- **DETROIT Passport Agency**
This Agency now issues the US Passport Card on-site!
211 West Fort Street, 2nd floor
Detroit, MI 48226-3269
Hours: 9:00 a.m.- 3:30 p.m., Local Time, M-F, excluding Federal holidays
Automated Appointment Number: 1-877-487-2778
- **HONOLULU Passport Agency**
Prince Kuhio Federal Building
300 Ala Moana Blvd.
Suite 1-330
Honolulu, HI 96850
Hours: 8:30 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1 (877) 487-2778
- **HOUSTON Passport Agency**
This Agency now issues the US Passport Card on-site!
Mickey Leland Federal Building
1919 Smith Street
4th Floor
Houston, TX 77002-8049
Hours: 8:00 a.m. - 3:30 p.m., local time, M-F, excluding Federal holidays
Automated Appointment Number: 1-877-487-2778
- **LOS ANGELES Passport Agency**
Federal Building
11000 Wilshire Blvd.

Suite 1000

Los Angeles, CA 90024-3615

Hours: 7:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **MIAMI** Passport Agency

This Agency now issues the US Passport Card on-site!

Omni Center

1501 Biscayne Boulevard

Suite 210

Miami, FL 33132

Hours: 8:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **MINNEAPOLIS** Passport Agency

This Agency now issues the US Passport Card on-site!

212 3rd Ave S

Minneapolis, MN 55401

Hours: 8:30 a.m. to 3:00 p.m, local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **NEW ORLEANS** Passport Agency

One Canal Place (corner of Canal and North Peters Streets)

365 Canal Street, Suite 1300

New Orleans, LA 70130-6508

Hours: 8:00 a.m. - 12 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **NEW YORK** Passport Agency

This Agency now issues the US Passport Card on-site!

Great New York Federal Building

376 Hudson Street

New York, NY 10014

Hours: 7:30 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **PHILADELPHIA** Passport Agency

U.S. Custom House

200 Chestnut Street

Room 103

Philadelphia, PA 19106-2970

Hours: 8:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **SAN FRANCISCO** Passport Agency

95 Hawthorne Street

5th Floor
San Francisco, CA 94105-3901

Hours: 9:00 a.m. - 4:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **SEATTLE** Passport Agency

Henry Jackson Federal Building
915 Second Avenue
Suite 992
Seattle, WA 98174-1091

Hours: 8:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1-877-487-2778

- **WASHINGTON** Passport Agency

1111 19th Street, N.W.
First Floor, Sidewalk Level
Washington, D.C. 20036

Hours: 8:00 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1 (877) 487-2778

- **WESTERN PASSPORT CENTER**

Western Passport Center
7373 East Rosewood Street
Tucson, AZ 85710

Hours: 8:30 a.m. - 3:00 p.m., local time, M-F, excluding Federal holidays

Automated Appointment Number: 1 (877) 487-2778