First Time
First time passport applicants need to apply in person. This section contains a useful guide to determine whether or not an in-person visit is required as well as information on preparing documents and obtaining passports quickly.

How to Apply in Person for a Passport

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

NOTE: For All Minors Under Age 14:

- Each minor child shall appear in person.
- All applications for children under 14 require both parents' or legal guardians' consent.

(See Special Requirements for Children Under Age 14)

For All Minors Age 14 to 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.

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

   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.
   - 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.

2. 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.

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 Driver’s License
   - Government ID: city, state or federal
   - Military ID: military and dependents  

   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 14:
   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 14. Read more information on the identity requirements for minors under the age of 14.

   FOR MINORS 14 to 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.
• 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.
• Wear glasses if you normally wear prescription glasses.

5. Pay the Applicable Fee
[Click here to see passport fees]
Our 13 Passport Agencies Accept: For Passport Application and Execution Fee:
• Credit Cards – VISA, MasterCard, American Express, Discover
• Debit/Check cards (not ATM cards)
• Checks, money orders, or bank drafts
Our over 7,000 Passport Acceptance Facilities Accept:
For Passport Application Fee:
• Personal checks, money orders, and bank drafts at all locations
• Exact cash at some locations
For Execution Fee:
• Money orders and bank drafts at all locations
• Personal checks and exact cash at some locations
• Credit cards at U.S. Postal Facilities and some other locations
NOTE: When applying at one of the thousands of designated application acceptance facilities in the U.S., you pay the application processing fee to the “U.S. Department of State” and the execution fee to the facility where you are applying. When applying at a Regional Passport Agency, both fees are combined into one payment to the “U.S. Department of State.” 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]

Expedited Service
• Cost, in addition to regular application fees, is $60 per application plus overnight delivery costs.
• Two-way overnight delivery is strongly suggested.
• If you mail in - clearly mark Expedited on the envelope.
• Anyone may request expedited service for any type of application (e.g., first-time applications, renewals, amendments of existing passports, etc.) [See How to Get Your Passport in a Hurry for any of the following]
• How do I change my name on my passport?
• How to add extra visa pages to my passport?
• How do I apply to renew my passport?
• Passport applications sent together or at the same time do not necessarily remain together.
• Passports will be mailed separately.

After you apply - You will receive your passport: Ordinarily, if you paid additionally for expedited service and two-way overnight delivery within about 2 weeks.

**Routine Service**
- Include your departure date on your application. After you apply - You will receive your passport: Ordinarily, within 6 weeks.

**Life or Death Emergencies**
- Call The National Passport Information Center

**Method Payment Method**

**Passport Agency**
- Major Credit Card - Visa, MasterCard, American Express, Discover
- Debit/Check cards (not ATM cards)
- Checks, bank drafts, money orders

**Mail-in**
- Personal Check or Money Order (Pay to “U.S. Department of State”)  • NO CASH

**Post Office, Clerk of Court, Other Location**
- Check with the facility for type of payment accepted.