

# New Passport Checklist

*How to Apply for a New U.S. Passport*



# NEW PASSPORT CHECKLIST

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You must apply in person if...

- You are applying for your **first** U.S. passport **or**
- You are **under age 16** **or**
- Your previous U.S. passport was issued when you were **under age 16** **or**
- Your previous U.S. passport was **lost, stolen, or damaged** **or**
- Your previous U.S. passport was issued **more than 15 years ago** **or**
- Your name has changed since your U.S. passport was issued and you are **unable to legally document your name change**

To [apply for a new passport](#), you need the following items:

## [ ] **Form DS-11: Application for a U.S. Passport**

[Download Form DS-11: Application for a U.S. Passport](#)

Do not sign until requested by an agent at a nearby [passport office](#).

## [ ] [Proof of U.S. Citizenship](#)

Primary Evidence (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

Don't have Primary Evidence? [Find out what Secondary Evidence is acceptable.](#)

## [ ] **Proof of Identity**

Primary Evidence (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)

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Don't have Primary Evidence? [Find out what Secondary Evidence is acceptable.](#)

You must submit a copy of your ID on an 8 ½ x 11 inch white paper.

## [ ] One [Passport Photo](#)

- 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

## [ ] Pay Passport Fees

- Application Fees (Adult): passport book is \$110 and passport cards i \$30
- Application Fees (Minor): passport book is \$80 and passport card is \$20
- Execution fee is \$25
- Expedited service fee is \$60

## Where to Apply for a U.S. Passport According to Processing Times

4 to 6 Weeks or More	2-3 Weeks*	Less Than 2 Weeks
Visit a nearby <a href="#">Application Acceptance Facility</a>	Visit a nearby <a href="#">Application Acceptance Facility</a>	Visit the nearest <a href="#">Regional Passport Agency</a> or employ the services of a <a href="#">Registered Passport Expediter</a>

\*Note: Provide two-way overnight delivery and write "Expedite" on the outside of the envelope.

**Want to get your passport fast?**

**[Click here to get your U.S. Passport in 24-48 hrs.](#)**