

# ez Passport Guide

★ Replace Lost or Stolen Passport ★



**A Step-by-Step Guide  
To Help You Quickly & Easily  
Replace Your Lost or Stolen Passport**

Brought to you by:  
**U.S. Passport Service Guide**  
<http://www.us-passport-service-guide.com>

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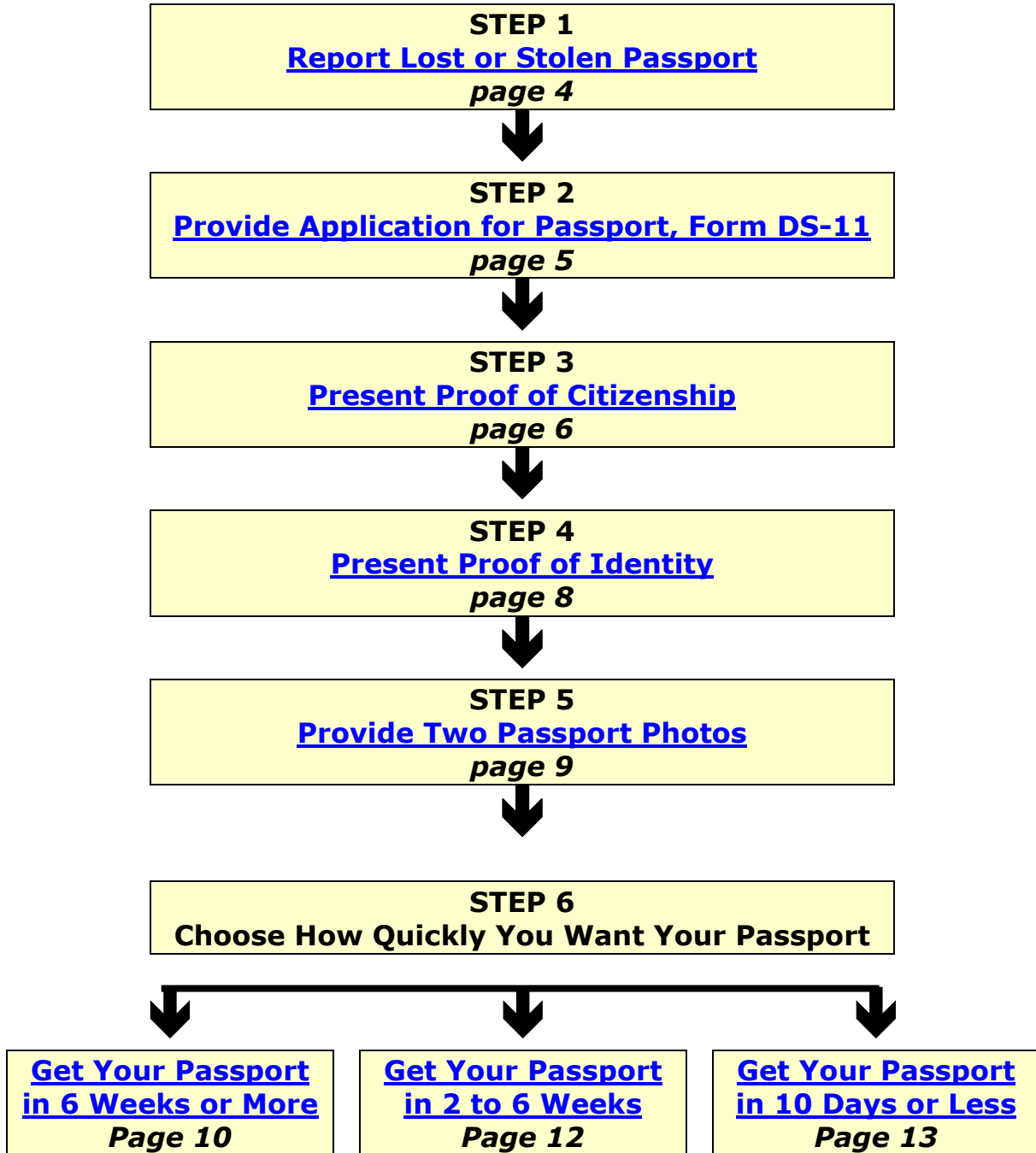
In the ez Passport Guide you will find the step-by-step instructions required by the U.S. Department of State Passport Services along with helpful tips and recommendations from U.S. Passport Service Guide.

This guide is for informational purposes only and the author does not accept any responsibilities for any liabilities resulting from the use of this information.

While every attempt has been made to verify the information provided herein, the author cannot assume any responsibility for error, inaccuracies or omissions. Any slights of people or organizations are unintentional.

## **Links in this document**

There are several links within this report that you can click on. They all appear as [blue underlined text](#) (except for the steps on page 3) just like you see on web pages. All of these links will take you to a web page on the Internet. So, before you click any link, make sure you are connected to the Internet.



## Step 1: Report Lost or Stolen Passport

To Report a Lost or Stolen Passport:

Complete [Statement Regarding Lost or Stolen Passport, Form DS-64](#)

- Fill in as much of the passport information as you can.
- Answer all the other questions in detail.
- Sign and submit above Form DS-64, Statement Regarding a Lost or Stolen Passport, to:

U.S. Department of State  
Passport Services  
Consular Lost/Stolen Passport Section  
1111 19th Street, NW, Suite 500  
Washington, DC 20036

Do not mail your new passport application to this address. In order to obtain a new passport you must appear in person at a Passport Agency or Acceptance Facility as outlined below.

Or call us 24 hours/day at: (202) 955-0430  
Voice mail - For non-business hours, Eastern Time

### IMPORTANT NOTICES

- If your still valid passport was lost or stolen, please submit the DS-64 form with the DS-11 application when you apply for a replacement at a Passport Agency or Acceptance Facility. NOTE: You must appear in person.
- The information you provide on the DS-64, Statement Regarding a Lost or Stolen Passport will be entered in our Consular Lost/Stolen Passport System.
- Passports reported lost or stolen are invalidated and can no longer be used for travel.
- If you recover the passport after you have reported it lost or stolen, please submit it to the address listed above. When you submit it, if requested - we will cancel it and return it to you. If not requested, it will be destroyed.
- Once a passport is reported lost or stolen, it cannot be re-validated.

## Step 2: Provide Application for Passport, Form DS-11

### Download the Application

1. Right click on the link;
2. Select "Save Target As...";
3. Choose a folder to save the form;
4. Click "Save"

[Click here to download Form DS-11 in PDF format](#)

### Print the Application

You will need the Adobe Acrobat Reader to open and print the application. If you don't already have this program installed on your computer, you can get it free [here](#).

The forms you print must be clear and sharp. Applications that are blurred or illegible will not be accepted. They must be printed in black print on white paper.

The paper must be 8 1/2 inches by 11 inches, with no holes or perforations, at least medium (20 lb.) weight and with a matte surface. Thermal paper, dye-sublimation paper, special inkjet paper, and other shiny papers are not acceptable.

Make sure that the photograph area on the printed application form is 2x2 inches to ensure that the photographs you submit (also 2x2 inches in size) can be correctly attached.

Print out and submit only one-sided pages of the application.

### Complete the Application

Type or print legibly when completing all sections of the application. Double-check to make sure everything is filled in correctly.

**NOTE: DO NOT SIGN** the DS-11 application form until you are instructed to do so by the Passport Acceptance Agent.

### Step 3: Present Proof of Citizenship

To prove your U.S. citizenship, use one of the options below:

- ★ **Previous U.S. passport (neither mutilated, altered nor damaged are not accepted).**
- ★ **Certified birth certificate issued by the city, county or state**
- ★ **Consular Report of Birth Abroad or Certification of Birth**
- ★ **Naturalization Certificate**
- ★ **Certificate of Citizenship**

**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.

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.

**NOTE:** The following are **NOT proof of citizenship**

- ⊗ Voter registration cards
- ⊗ Army discharge papers

## Step 4: Present Proof of Identity

You may prove your identity with any one of these, if you are recognizable:

- ★ **Previous U.S. passport**
- ★ **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 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.

## Step 5: Provide Two Passport Photos

Your two passport photos 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 your 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.

**NOTE:** Vending machine photos are not generally acceptable

## Get Your Passport in 6 Weeks or More

The U.S. Department of State Passport Services claims to process a passport normally in 6 weeks. This can take longer, especially during high season. It's advisable to choose this option only if you can wait three months to receive your passport.

If you need your passport quicker, choose either **2 weeks or more** (*page 12*) or **10 days or less** (*page 13*) passport processing.

To get your passport in 6 weeks or more, you need to follow the steps below.

### Step 6: Take Everything to an Acceptance Facility

Gather the passport application, proof of citizenship, proof of identity and the two photos and take them to the nearest acceptance facility.

**TIP:** If you travel extensively, you may request a larger, 48-page passport at no additional cost. To do so, attach a signed request for a 48-page passport to your application.

The Department of State's Bureau of Consular Affairs, Office of Passport Services/Customer Service designates many post offices, clerks of court, public libraries and other state, county, township, and municipal government offices to accept passport applications on its behalf.

There are over 6,000 acceptance facilities throughout the United States. To find one near you, visit <http://iafdb.travel.state.gov/>

At the acceptance facility you will need to:

- Sign the passport application in the presence of the acceptance agent.**
- Provide the acceptance agent with your 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.

- Pay the applicable fees.**

Routine Services are non-refundable. The fees are as follows:

- **Age 16 and older:** The passport fee is \$55. The security surcharge is \$12. The execution fee is \$30. The total is \$97.
- **Under Age 16:** The passport fee is \$40. The security surcharge is \$12. The execution fee is \$30. The total is \$82.

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:** You pay the application processing fee to the "U.S. Department of State". You pay the execution fee to the facility where you are applying.

If all goes well, you should receive your new passport in 6 weeks or more.

## Get Your Passport in 2 Weeks or More

If you can't wait 6 weeks or more to receive your passport, you should request expedited services. The U.S. Department of State Passport Services claims to expedite passports in 2 weeks.

The 2 weeks processing time given by Passport Services is not guaranteed. Since there are many things that could possibly prolong the process, you should only choose this option if you have 4 weeks or more to spare.

If your departure date is less than 4 weeks away, read the instructions on how to obtain your new passport in **10 days or less** on page 13.

To acquire your passport in 2 weeks or more, follow the directions below.

## Additional Instructions

The instructions for expediting your passport are similar to requesting routine service. Therefore, you should **first follow the instructions given on pages 4 to 11.**

In addition, you will need to do the following:

- Pay an additional \$60 per application for expedited services.**
- Include your itinerary along with the other documents.**
- Provide two-way overnight delivery.**
- Mark "Expedited" on the envelope.**

**NOTE:** Passport applications sent together or at the same time do not necessarily remain together. Passports will be mailed separately

## Get Your Passport in 10 Days or Less

Yes, you can get your new passport processed and returned to you in 10 business days or less. In fact, you can have your passport back in as little as 24 hours.

To do this, you have two options.

You can try to make an appointment at one of only thirteen passport agencies in the U.S., travel to get there and wait in hot, cramped lines to get your passport, or...

You can contract a private passport expediting service to cut through the red tape, do the legwork for you, hand deliver your application and documents and return your passport in **10 days or less, guaranteed**.

Bob Tedeschi used a passport agency. Here is his conclusion:

**"I spent an entire day sitting in lines in a hot, cramped passport office** in Stamford, Conn., since moved to South Norwalk. The office, an hour's drive from my home, was one of the few in the Northeast that provided last-minute service for those who call at least a few days ahead for an appointment. The lines moved at a pace that made those at the Department of Motor Vehicles look fast. In retrospect, **given the amount of work I missed and the aggravation, I would've paid \$150 for an online service.**"

## Fast Passport Through a Private Expediter

Private travel document expeditors have a special relationship with the U.S. Department of State Passport Services that allows them the privilege of hand delivering passport applications for faster service.

Since the applications they deliver are given priority, you have the guarantee of receiving your passport within the time frame you choose.

It's really a question of convenience. Ever compared prices at a convenience store with those at a supermarket? The convenience store is almost always more expensive.

But when you're in a hurry or it's really late at night or you're not up to long lines, the convenience store is a better deal. You pay a little more for quick, easy access to what you need.

When you contract a passport expediting service, you invest in comfort and peace of mind. These are two things you really need when your departure date is rapidly drawing near and you still don't have your passport.

With a passport expeditor:

- You don't have to set up an appointment and travel long distances to get to the passport agency.
- You don't have to lose a day standing in hot, cramped line.
- You don't have to worry about whether your passport will be ready in time or not.

To learn more about how a passport expeditor can help you get your passport quickly, visit [Passports and Visas](#).

## Expedited Services Through a Passport Agency

If you need your passport urgently, generally in less than 2 weeks, you may contact one of the Passport Agencies listed [here](#). All agencies take applications only by appointment. You must call in advance.

You need to take your completed passport application, proof of citizenship, proof of identity, passport photos, payment and proof of travel to your appointment.

Passport agencies accept the following as payment:

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

### Which service should you request?

Departure	Our recommendation
6 weeks or more	Routine services through State Department.
2 to 6 weeks	Expedited services through State Department,
2 weeks or less	Expedited services through <a href="#">Passports and Visas</a>