New Passport Checklist

How to Apply for a New U.S. Passport

US Passport Service Guide

www.us-passport-service-guide.com
NEW PASSPORT CHECKLIST

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**

[ ] **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)
NEW PASSPORT CHECKLIST

Don’t have Primary Evidence? Find out what Secondary Evidence is acceptable.

You must submit a copy of your ID on an 8 1/2 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 is $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

<table>
<thead>
<tr>
<th>4 to 6 Weeks or More</th>
<th>2-3 Weeks*</th>
<th>Less Than 2 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit a nearby Application Acceptance Facility</td>
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<td>Visit the nearest Regional Passport Agency or employ the services of a Registered Passport Expediter</td>
</tr>
</tbody>
</table>

*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.