

Documents You Must Gather Together

EVIDENCE OF US CITIZENSHIP

PHOTO COPY OF
IDENTIFICATION DOCUMENT

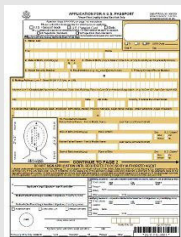
PROOF OF IDENTITY

ONE RECENT PASSPORT PHOTO

3
STEPS

GET YOUR PASSPORT

Step 1: Complete Application Form DS-11



1. The application can be downloaded and filled out with black ink, must be very legible.
2. The application can be fill in online and then printed out.

Either way is acceptable. If you choose to fill it in make sure it is legible or it can cause delays.

You must choose a Passport card or book. A card is only good for land or sea in Canada, Mexico, Bermuda or The Carribean.

Step 2: Gathering Your Supporting Documents

1. If you have a social security number you must provide it. If you have never been issued one you must submit a letter signed saying that.
2. Your proof of citizenship must be original or certified copy of birth certificate, or other forms of proof of citizenship.
3. Your proof of identity is a valid driver's license, you must bring this and bring a photocopy of this on 8 1/2x11 piece of paper.
4. Your passport photo must be recent, 2x2, color, full face, front, photo quality.

Step 3: Visit Application Acceptance Facility

Once you have completed the application and have gathered all the necessary documents. you will need to visit your post office. Most of them require an appointment before you come. So schedule you one. An administrator will look over the application. They will administer an oath and witness your application signature. There is a fee of 145\$ at the time this was written for a simple passport book. You can have your photo done there for an additional cost.

Tips:

Routine passports take 4-6 weeks. You can pay an additional fee for expedited service

DO NOT SIGN THE APPLICATION UNTIL YOU ARE AT THE POST OFFICE.

Make 2 copies of everything. You will send a set off and you will have an extra set at home just in case something happens. They will return these documents to you, separately from your passport.