

HOW TO GET A PASSPORT

All passports must be valid six months from the return date to the USA following travel.

Submit a U.S. Passport Application in Person:

1. Fill out Form [DS-11](#): Application for U.S. Passport. Note: Do not sign the application until instructed to do so by the Acceptance Agent.
2. Submit Form DS-11: Application for a U.S. Passport in person.
3. Submit primary evidence of U.S. citizenship with a previously issued, undamaged, and fully valid U.S. Passport, a Certified U.S. Birth Certificate, Consular Report of Birth Abroad or Certification of Birth, Naturalization Certificate or Certificate of Citizenship.
4. Present primary identification in the form of a previously issued, undamaged U.S. Passport, Naturalization Certificate, Valid Driver's License, Current Government ID (city, state or federal) or Current Military ID.
5. Bring a photocopy of the front and back of each ID document that you will present when you apply.
6. Pay the applicable fee.
7. Provide a passport photo.

Renew a U.S. Passport:

- Fill out the [DS-82](#) form. Applicants should only use this form when their passport has expired or is near the expiration date.
- In order to qualify for a passport renewal, the following requirements must be true about your most recent U.S. passport:
 - Is undamaged
 - Can be submitted with your application
 - Was issued when you were 16 years old or older
 - Was issued within the last 15 years
 - Has your current name on it
- You must submit your most recent passport with your application.

• If the name you are currently using is different from the name on your most recent U.S. passport, you must provide a **certified copy of the legal name change** document. Examples include:

- Marriage certificate
- Divorce decree
- Court-ordered name change document

• Attach one photograph to the application. To avoid processing delays, be sure your photo meets all the [photo requirements](#).

• Mail in your completed application, including your most recent passport, name change document (if applicable), photo, and fees.

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.

Locations to Apply for a U.S. Passport:

- Post Office
- Courthouse
- Passport Office

For additional information or to print a Form DS-11: Application for U.S. Passport, go to <https://travel.state.gov/content/travel/en/passports.html>.