



Guidelines to getting a U.S. Passport



Travel is the ultimate adventure

This guide will help you to complete the passport application process

Step 1: Confirm your eligibility

Where do you currently reside? If you live in the U.S. or Canada, you are eligible to apply for a passport at local agencies. **All applicants applying outside of the United States should apply in person at a U.S. Embassy or Consulate.*

➡ Have you ever had a U.S. Passport before? If you still have your expired passport and it was issued less than 15 years ago, you may be eligible for a less expensive RENEWAL.

Step 2: Estimate your costs

New Applications:

Passport Book—\$110. Valid for all international travel

Passport Card—\$30. Valid only for return to the U.S. by land or sea from Canada, Mexico, Bermuda, and the Caribbean

Passport Book & Card—\$140. Apply for both documents at the same time

**Execution fee of \$25 added to each new passport application.*

Total = \$135—\$175

Standard Processing is 4-6 weeks, \$60 in additional fees for

➡ **expedited processing.**

Passport Renewal Application: Same fees as above, minus the \$25 execution fee.

Renewal—Standard Processing—No additional Fees. Processed in 4-6 weeks

Renewal Expedited Processing—\$60. Processed in 2-3 weeks door-to-door.

Expedited at Agency Processing—\$60. Restrictions apply *Processed in 5 business days or less based on need

Step 3: Collect necessary Documents

When you apply, you must present an original document (*not photocopied*) as evidence of U.S. citizenship (*which will be returned to you after your application is processed*), photo identification, and a photocopy of that identification.

Original Documents for Evidence of U.S. Citizenship

Certified U.S. Birth Certificate (must meet all of the following requirements):

- Issued by City, County, or State of birth
- Lists bearer's full name, date of birth, and place of birth
- Lists parent(s) full names
- Has date filed with registrar's office (must be within one year of birth)
- Has registrar's signature
- Has embossed, impressed, or multicolored seal of registrar

Previous U.S. Passport (may be expired, must be undamaged)

Consular Report of Birth Abroad

Certificate of Naturalization/Citizenship

Photo Identification

- Valid Driver's License (plus a second ID if issued in a different state than where you apply)
- Undamaged U.S. Passport (if issued less than 15 years ago)
- Certificate of Naturalization
- Valid government ID (city, state, or federal)
- Valid Military ID

Step 4: Passport Photo *Your Photograph Must Be:*

- Color and 2 x 2 inches in size
- Printed on thin, photo-quality paper
- Taken within the past 6 months
- 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

Photos can be taken at Walgreens or the local passport office

Step 6: Complete and Print Forms

Your passport application will not be processed until your passport application and required documents are submitted in person at your nearest Acceptance Facility.

Do not sign the form until instructed to do so.

Form DS-11: Application for U.S. Passport can be completed by hand or typed. These forms can be found online at: <http://www.state.gov/documents/organization/212239.pdf> or <https://pptform.state.gov/>

Nearest Passport Application Acceptance Facility:

Albany Main Post Office

1501 S. Slappey Blvd.

Albany, GA 31701

(229)8898721

**Applicants must call to make an appointment for passport application processing*

Payment Information

All payments for passport fees must be paid at the acceptance facility.

Acceptable forms of payment:

- Personal checks, money orders* and bank drafts at all locations, payable to "U.S. Department of State"
- Exact cash at some locations (verify with the Passport Application Acceptance Facility)
- Credit and debit cards CANNOT be accepted
- *Money Orders payable to the U.S. Department of State may be purchased with a debit card, but not a credit card, at U.S. Postal Facilities.

For more information contact:

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