

## Need a Passport?

Follow the steps below to apply for your first passport book:

### 1. START SOON

Start the process soon, as it takes 4-8 weeks to receive your passport after you've submitted your application. If you need your passport faster, expedited processing will cost an additional \$60 and takes 2-3 weeks to process.

### 2. PREPARE YOUR APPLICATION PACKAGE

For first-time passport applicants, you'll need to apply **in-person** – make an appointment at a local passport acceptance facility. Find your closest facility by following this [link](#).

Next, prepare the following materials:

- **Form DS-11 Application for U.S. Passport** – Fill out the form but do NOT sign it, as the passport acceptance administrator will need to witness your signature
- **Proof of US Citizenship** – Bring [evidence of citizenship](#) **AND a photocopy** of the front (and back if applicable)
- **Proof of Identity** – bring your ID **AND a photocopy** of the front and back

### 3. GET YOUR PHOTO TAKEN

For the application, you'll need one 2" by 2" color passport photo. A number of places (e.g., Walgreens, CVS, UPS store) can take one for you for a small fee.

### 4. CALCULATE YOUR FEES

The standard passport book costs \$110 and is **payable only with a check or money order** (credit/debit cards CANNOT be accepted).

The one-time execution fee is \$25 and the **acceptable payment method varies by location**, so check with the acceptance facility ahead of time to bring this payment with you.

### 5. ATTEND YOUR PASSPORT APPOINTMENT

Remember to bring:

- Unsigned (but otherwise completed) Application Form
- Proof of Identity document and a photocopy of the front and back
- Proof of U.S. citizenship document and a photocopy of the front (and back if applicable)
- Passport fees with the acceptable payment method

For more a detailed overview, please visit the Department of State's [website](#).