



Passport Application Guidelines

1. **Fill out or Download the U.S. Passport form [here](#).**

Three options to submit your passport application: at an acceptance facility, by mail, or at a passport agency or center. Where you apply depends on how fast you need your passport, and what passport form you are submitting.

2. **When applying on [Form DS-11](#), you must submit primary evidence of U.S. citizenship.**

If you cannot provide primary evidence, you must submit secondary evidence of U.S. citizenship. Examples of primary and secondary citizenship evidence are linked below.

Find additional information regarding primary and secondary citizenship documents [here](#).

3. **You must present a physical, government-issued photo identification document (ID) when submitting [Form DS-11](#).**

You must present one physical, primary ID which includes your photo. We cannot accept digital IDs. If you cannot present one of the primary photo IDs below, please present at least two secondary IDs.

Bring the ID and a photocopy of the ID when you apply. Submit a photocopy of the front and back of each ID that you present when you apply. Photocopy must be on white, 8.5" x 11" standard paper, black and white, and single-sided. Do not decrease the image size (although you may enlarge it).

4. **Photo must be taken at an approved facility.**

For example: UPS, FedEx, CVS, Walgreens

Check [here](#) for your local location options.

5. **Passport Fees** (Please note this is a personal cost and cannot be expensed.)



You will need to pay both an application fee and an acceptance fee. Pay the acceptance fee to the facility which takes your application, and the application fee to the U.S. Department of State.

See fee pricing and acceptable forms of payment [here](#).