

there's a whole world out there to explore.
we'll help you get started.



United States Postal Service®
Passport Application Information

SAMPLE



TODAY'S MAIL 

submitting your passport application is a quick trip away.

With thousands of Post Office™ locations that accept passport applications, the U.S. Postal Service® makes it convenient to apply for your passport.

Follow these steps.

Visit usps.com/passport to locate a Post Office near you that offers passport services (you can even find locations with passport photo services). Next, print out a passport application online (Form DS-11) or get one when you visit a designated Post Office to submit the application. If you're applying for a passport for the first time (or if you're ineligible to renew by mail), you need to submit your application in person. If you complete the passport application in advance, DO NOT SIGN IT. You will be required to sign it in person when you bring it to the Post Office. As detailed on the checklist at the right, you'll also need to present proof of citizenship, proof of identity, and two passport photos when you submit your passport application.

Apply early.

It's best to apply for your passport several months before your planned trip outside the United States. For current passport processing times, please visit travel.state.gov.

In a hurry?

Express Mail® is the fastest way to ship your application there and back. It is guaranteed overnight to many locations. Plus, you can track it online at usps.com. Ask your Retail Associate for details.

Ask about the new Passport Card.

As of February 1, 2008, we are accepting applications for the new U.S. Passport Card. To learn more about the benefits of this card, visit travel.state.gov.

Passport Tips

Remember: You can always get information by contacting the National Passport Information Center at 1-877-487-2778 or TDD/TTY 1-888-874-7793 or online at travel.state.gov.

Before traveling abroad, make a copy of the identification page in case your passport is lost or stolen.

Carry two extra passport-size photos with you.

If your passport is lost or stolen abroad, report the loss immediately to local police authorities and the nearest U.S. Embassy or Consulate.

Before you travel, check for U.S. Department of State travel warnings at travel.state.gov.

Questions?

Go to usps.com/passport for additional Post Office passport services information, locations, and service hours.

What you need when you submit your passport application in person at the Post Office:

- Passport Application Form DS-11** (unsigned)
 - Proof of U.S. citizenship** (provide one of the following)
 - Previous fully valid U.S. passport
 - Certified U.S. birth certificate
 - Consular Report of Birth Abroad or Certification of Birth
 - Certificate of Naturalization or Citizenship
 - Proof of identity** (provide one of the following)
 - Recently issued Certificate of Naturalization or Citizenship with easily recognizable photo
 - Current, valid driver's license
 - Government employee ID
 - Military ID
 - For children under age 16, the child and both parents or the legal guardian(s) must appear in person and present the following:
 - Evidence of the child's U.S. citizenship
 - Evidence of the child's relationship to parents/guardian(s) AND
 - Parental/guardian identification
- If only one parent appears, you must also submit one of the following:
- Second parent's notarized written statement consenting to passport issuance for the child
 - Primary evidence of sole authority to apply
 - A written statement (made under penalty of perjury) explaining the second parent's unavailability
- Two identical passport photos**
 - 2 x 2 inches in size
 - Clear likeness, taken within the past six months
 - Color required
 - Full-face, front view on a white or off-white background
 - Normal street attire; no hats or headgear
 - Select Post Office locations offer passport photo services for an additional \$15

- Passport fees** (visit usps.com/passport for current fees)

