# HOW TO OBTAIN A U.S. PASSPORT

## STEP 1

**Gather all required documentation**

- Passport Application Form DS-11 - completed but not signed for 1st Time Applicants or DS-82 if Renewing your Passport (Can be found online)
- **Proof of Citizenship** - Birth Certificate or Certificate of Citizenship (Bring Certified & Photocopy)
- **Proof of Identity** - Copy of Driver’s License, Certificate of Naturalization, or Military ID (Bring Original & Photocopy)
- **One Passport Photo** - color, 2x2 in. (Can be purchased at a local pharmacy)

## STEP 2

**Approximate Your Cost**

- Add up the following options to estimate your cost:
  - For a new adult Passport Book: $110 application fee and a $35 execution fee
  - For Renewal Applicants: $110

*Passport Cards are not valid for international travel*

## STEP 3

**Make an appointment and submit documents.**

To make an online appointment refer to the web address listed below.

[https://tools.usps.com/rcas.htm](https://tools.usps.com/rcas.htm)

*Standard Processing can take 4 to 6 weeks, Plan in Advance!*