How to Get a Passport

What do you need to do first?

- Get a certified copy of your birth certificate. If you or your parents do not have a copy, instructions are provided below on how to get a copy.

- Get photos for your passport. General instructions are provided below.

- Obtain at least 1 piece of identification from the first list or 2 pieces of identification from the second list.

- After you have completed the first three steps, make an appointment

Places to get passport photos

Walgreens
CVS
Rite Aid
UPS Store/FedEx Store
Post Office

Ask a worker at the photo or main reception desk at these organizations about passport photos and they will be able to take them. The general cost is between $8-$13. This is a general list of locations that typically provide this service. The locations near you may not. Please call a location to confirm that they offer this service.

General tips – You cannot wear glasses in your passport photo. No shadows can be present in your photo.

How to request a certified copy of your birth certificate

Google search 'How to request a birth certificate from your state of birth'.

The first few results will be for for-profit companies that you can go through if you want to. The cost is generally more expensive, and the processing time is faster.

Go down to the first .gov result and that will generally be the most official way to get a certified copy of your birth certificate.

Start the process early, as it can take 4-6 weeks to get the copy of your birth certificate and then an additional 8-10 week wait after you apply for your passport.
How to apply for a passport

Obtain your passport photos and a copy of your certified birth certificate (you do not need to order a new copy if you currently have one), and fill out the passport application (found at https://travel.state.gov/content/travel/en/passports/requirements/forms.html). Do not fill out or sign the bottom half of page 1 of the passport application. This needs to be filled out in front of the passport agent during your in-person meeting.

After you have these items you will need to schedule an appointment at a passport facility. You can find a passport facility near you on https://isfdb.travel.state.gov/. After finding an application acceptance facility you will need to call them and set up an appointment. You will need to bring the items mentioned above and another form of ID. Acceptable forms of ID include:

- In-state, fully-valid driver's license
- In-state, fully-valid non-driver ID
- Fully-valid, undamaged U.S. passport (may be expired)
- Certificate of Naturalization or Citizenship
- Government employee ID (city, county, state or federal)
- U.S. military ID or military dependent ID
- Valid foreign passport
- Matricula Consular (Mexican Consular Identification, commonly used by the parent of a U.S. citizen child applicant)

If you do not have one of the forms of ID listed above you will need to bring at least two (2) identification items from this list:

- Out-of-state driver's license
- Out-of-state non-driver ID
- Social Security card
- Learner's or temporary driver's permit
- Voter registration card
- Employee ID
- Student ID
- Selective Service (draft) card
- Medicare or other health card
- Expired driver's license
- Membership card in a local social organization or club
- Form DS-71, for an Identifying Witness (only available at your local Acceptance Facility or a Passport Agency).

You will need to bring an 8 1/2 x 11 black and white photocopy of the piece of ID the you use to be left with your application.

The cost of ordering a passport is currently $110. You may be asked to expedite your passport application process for an additional cost of $60. Please remember that if we ask you to expedite your passport it is for a reason (related to visas and contract obligations) and if you do not do this your placement may be reconsidered.