

6 Step Process for In-Person Passport Application

Eligibility:

You are a first time applicant or your previous passport was:

- Issued under 16 years old
- Issued more than 15 years ago
- Lost, damaged, or stolen

1.

Fill out Application Form (Form DS-11).

- Print out (single-side page only)
- Do not sign until told to do so by an employee

2.

Bring proof of US Citizenship

- Acceptable documents include: U.S. birth certificate, naturalization, citizenship, or full validity U.S. passport
 - More information on: where to write for vital records
 - Further information on naturalization: under section D of Form DS-11
- You must provide a **photocopy** of the documentation
 - Must be black & white, 8.5 x 11.5, and single sided print

3.

Provide a Photo ID

- Valid drivers license, certificate naturalization, certificate of citizenship, government ID, military ID, valid passport etc...
- You must provide a **photocopy** of the documentation
 - Must be black & white, 8.5 x 11.5, and single sided print

4.

Determine Special Circumstances

- Applying for a child under 15, a child 16-17 applying, passport lost or stolen, selecting a new gender marker, etc
 - For any additional information: step 5 on federal application site

5.

Passport Photo

- Must provide one passport photo with application
 - For requirements: Passport Photo Page
- Do not staple or attach photo to application

6.

Calculate Fees

- There are two payments
 - Passport Application Fee: \$130 for Passport Book (\$160 for both Passport Book & Card)
 - Execution/Acceptance Fee: \$35 for Passport Book (\$35 for both Passport Book & Card)

7.

How to fill out your check for the application fee:

The diagram shows a check form with the following fields and labels:

- FULL NAME AND DATE OF BIRTH OF APPLICANT**: A red bracket above the top line of the check, pointing to the fields for "YOUR NAME" and "DATE".
- YOUR NAME**: The top line of the check, with the address "1234 Main Street, Anywhere, OH 00000" below it.
- DATE**: The date field on the right side of the check.
- PAY TO THE ORDER OF**: The field for the recipient, with "U.S. Department of State" written in it.
- \$**: The dollar sign and amount field.
- DOLLARS**: The word "DOLLARS" at the bottom right of the check.
- ROUTING NUMBER**: The first set of numbers in the MICR line, labeled "044072324".
- ACCOUNT NUMBER**: The second set of numbers in the MICR line, labeled "000123456789".
- CHECK NUMBER**: The third set of numbers in the MICR line, labeled "123".

Additional Information:

Processing

- Passport takes 6-8 weeks to process
- EXPEDITED (2-3 weeks)
 - Additional fee: \$60
- More information on processing

For **MORE** information on any steps:

- Visit: Travel.State.Gov

Find a location to apply

- Traveling in over 3 weeks
 - Go to passport acceptance facility
 - Closest to 49401 (Coopersville, Jenison, Hudsonville)
- Traveling in under 3 weeks
 - Make an appointment to apply at a passport agency