How to Obtain a United States Passport

Use this guide if you are a United States Citizen aiming to obtain an Adult (16 years or older) passport.

This process takes 6 weeks without paying for expedited processing and/or shipping, and costs can be found here: [https://travel.state.gov/content/passports/en/passports/information/fees.html](https://travel.state.gov/content/passports/en/passports/information/fees.html)

**Step 1: Go to** [https://travel.state.gov/content/passports/en/passports/apply.html#](https://travel.state.gov/content/passports/en/passports/apply.html#)

- Complete the first page of the online wizard.
- THIS IS NOT AN APPLICATION. THERE IS NO WAY TO APPLY FOR A PASSPORT ONLINE AT THIS TIME.

**Step 2. Calculate Costs**

- Select Passport Book on the second page of the wizard.
- Select Standard Processing unless you require your passport in less than 6 weeks.
- Select Standard Delivery unless you feel the need to have your passport overnighted to you.

**Step 3. Gather your required documents for the Passport Application**

- Evidence of U.S. Citizenship
  - Certified U.S. Birth Certificate
  - Previous U.S. Passport (undamaged)
  - Consular Report of Birth Abroad
  - Certificate of Naturalization/Citizenship
  - If you do not have one of these items, consult the wizard for alternatives

- Photo Identification (present the original and a photocopy)
  - Valid Driver’s License (plus a second ID if issued in a different state than where you apply)
  - Undamaged U.S. Passport issued less than 15 years ago (can be expired, can be the be used to fulfill both requirements)
  - Valid Government or Military ID
  - Certificate of Naturalization
  - If you have none of the above, you will need to present a document that contains both your photo and a signature (ex. Expired Driver’s License etc.)

**Step 4. Take a Passport Photo**

- Requirements
  - Color, 2 in by 2 in, Photo-quality paper
  - Taken within the past 6 months (i.e. shows current appearance)
  - Full face, front view with white/off white background
  - Between 1 in and 1 3/8 in from the bottom of chin to top of the head
  - Normal Street Attire
    - NO headgear (unless religious, requires a signed statement by applicant)
    - NO glasses (if necessary, submit a note from doctor)
    - Dark glasses are not acceptable (unless needed for medical reasons)

- This can be done at **CVS Pharmacy on Forbes Avenue** for a small fee (~$8)

**Step 5. Complete Application Form**

- DO NOT SIGN THE FORM UNTIL YOU PRESENT IT AT THE ACCEPTANCE FACILITY (City County Building)
• Complete Form DS-11 regardless if you are replacing a Child Passport or if you are a First Time Applicant
  o By Hand:  
    https://travel.state.gov/content/dam/passports/Forms/Form%20Upload%208.1.17/ds11.pdf
  o Online: https://pptform.state.gov/
• If you are renewing your adult passport (if you are ‘renewing’ a child passport into an adult passport, this is NOT you – Use the above form), complete form DS-82:
  o By hand: 
    https://travel.state.gov/content/dam/passports/Forms/Form%20Upload%208.1.17/ds82.pdf
  o Online: https://pptform.state.gov/?Submit2=Complete+Online+%26+Print

Step 6. Take documents to Passport Acceptance Facility
• Passport Acceptance Facilities can be found at this website based upon geography:
  o https://iafdb.travel.state.gov/
  o Some of these may offer passport photos on site (for a small fee), including the one below.
• The closest of these to Pitt is:
  Allegheny County Department of Court Records
  City County Building
  414 Grant Street
  Pittsburgh, PA 15219
  • To get there:
    o Take a 61A/61B/61C/61D or a 71A/71B/71C/71D inbound (towards downtown – catch on 5th Avenue) to the Sixth Ave at Centre Ave stop
    o Walk back down to 5th avenue, continue going the direction the bus was formerly going.
    o Walk past the BNY Mellon building until you reach Grant Street. Turn Left.
    o Walk down Grant Street for 1.5 blocks (past the Allegheny County Courthouse). The City County Building will be on the left.
    o Google maps of this: https://www.google.com/maps/dir/University+of+Pittsburgh,+Fifth+Avenue,+Pittsburgh,+PA/Pittsburgh+City+County+Building,+414+Grant+St,+Pittsburgh,+PA+15219/@40.4408783,-79.9954469,14z/am=t/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x8834f22bd95af11f:0x52e119b60d23ad0f!2m2!1d-79.96083512d40.444353/1m5!1m1!1s0x8834f15a11eefa39:0x21bd722a7dbaaf6312m2!1d-79.996835712d40.438103313e3

Step 7. APPLY FOR YOUR PASSPORT!
• Bring your required documentation:
  o Evidence of U.S. Citizenship (see Step 3 above)
  o Photo Identification and Photocopy of that identification (See Step 3 above)
  o Passport Photo
  o Form DS-11 (or DS-82 if renewing), completed BUT NOT SIGNED
  o One check for fees payable to the Department of State
  o One check for Execution fee payable to the Acceptance Facility (–ask them what the proper recipient is when you are submitting your application, this is different for each facility).

Step 8. Wait Patiently
• Within 6 weeks, your U.S. Passport will be mailed to you via USPS First Class Mail!
• Note: if you are applying for an adult passport and you have a Child Passport, you will have to surrender the Child Passport when you apply. It will be returned to you with your new Adult Passport.