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

You can find this entire process at How to Apply for a Passport

Step 1: Fill Out Application

- **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
  - By hand click here
  - Online click here
  *Form Filler allows you to enter your info and print a PDF form with a unique barcode. This Form Filler is not an online application.*
- 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:
  - By hand click here
  - Online click here
  *Form Filler allows you to enter your info and print a PDF form with a unique barcode. This Form Filler is not an online application.*

Step 2. Calculate Costs

- Select Passport Book
- 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 (present the original and a photocopy of one of the following):
  - Certified U.S. Birth Certificate
  - Fully-valid, undamaged U.S. passport (may be expired)
  - Consular Report of Birth Abroad
  - Certificate of Naturalization/Citizenship
  - If you do not have one of these items, consult the this page for alternatives
- Photo Identification (present the original and a photocopy of one of the following):
  - Valid Driver’s License (plus a second ID if issued in a different state than where you apply)
  - Valid or expired, undamaged U.S. passport book or passport card (can be the be used to fulfill both requirements)
  - Valid Government or Military ID
  - Certificate of Naturalization/Citizenship
  - 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 x 2 inches, matte or glossy 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 - 1 3/8 inches 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. Take documents to Passport Acceptance Facility

- Passport Acceptance Facilities can be found at this website based upon geography:
  - [https://iafdb.travel.state.gov/](https://iafdb.travel.state.gov/)
  - 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:
  - Take a 61A/61B/61C/61D or a 71B/71D inbound (towards downtown – catch on 5th Avenue) to the **Sixth Ave at Centre Ave stop**
  - Walk back down to 5th avenue, continue going the direction the bus was formerly going.
  - Walk past the BNY Mellon building until you reach Grant Street. Turn Left.
  - Walk down Grant Street for 1.5 blocks (past the Allegheny County Courthouse). The City County Building will be on the left.
  - 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:0x52e119b60d3ad0f12m211d-79.9608354,3529512m211d-79.96638572d40.43810313e3](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:0x52e119b60d3ad0f12m211d-79.9608354,3529512m211d-79.96638572d40.43810313e3)

Step 6. APPLY FOR YOUR PASSPORT!

- Bring your required documentation:
  - Evidence of U.S. Citizenship (see Step 3 above)
  - Photo Identification and Photocopy of that identification (See Step 3 above)
  - Passport Photo (see Step 4 above)
  - Form DS-11 (or DS-82 if renewing), completed **BUT NOT SIGNED**
  - One check for fees payable to the *Department of State*
  - 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 7. 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.