Q: I’ve never applied for a passport. What do I need to do?

1. First-time passport applicants will need to complete the DS-11 form, available [HERE](#). Either option (form filler or PDF is acceptable).

   **Passport Forms**

   **Applications**

   - **DS-11**: Application for a U.S. Passport (for all first-time applicants, all minors, and applicants who are not eligible to use the DS-82)
     - FORM FILLER
     - PDF
   - **DS-82**: U.S. Passport Renewal Application for Eligible Individuals (By Mail)
     - FORM FILLER
     - PDF
   - **DS-5504**: Application for a U.S. Passport - Name Change, Data Correction, and Limited Passport Replacement
     - FORM FILLER
     - PDF

   Once this form completed, print it out.

   **you will be applying for an Adult Passport Book** (for international air travel).

2. Visit CVS, Walgreens, your local photography store or other similar locations to get your passport photos done. You’ll get 2 photos. The process generally takes about 10-15 mins. and will cost you about $12.99.

   (If you wear glasses, please make sure to take them off for your photo.)
3. Because you are a first-time applicant, you will need to submit your application in person (generally at a post office, court, or other government office). Depending on where you live, you can find locations and hours [HERE](https://travel.state.gov). The Passport Acceptance Facility Search Page will ask for your zip code to identify the closest location to you.

![Passport Acceptance Facility Search Page](https://travel.state.gov)

4. When submitting your application, be sure to include:
   a. DS-11 form
   b. Your passport photos
   c. Your fees (payment is by check or money order; NO credit or debit cards are accepted)
      - Application Fee ($110) plus Acceptance Fee ($25) = Total $135

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**Important**

- While processing time is listed as taking 4-5 weeks, it can take much longer to get your passport. **PLEASE DO NOT WAIT** to submit your passport application!
- If you will be leaving the country in **2 months or less**, please use the [expedited services](https://travel.state.gov). This service will cost you an additional $60.