

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 mns. and will cost you about \$12.99.

(If you wear glasses, please make sure to take them off for your photo.)



The image shows a screenshot of the Walgreens photo website. At the top, there are promotional banners for "90% OFF Photo Cards" and "\$10 OFF Photo Book Orders of \$25+". Below these are navigation links for "photo", "Same Day Pickup", "Store Locator", "Live Chat", "Sign In", "Register", and "Photo Checkout". A menu bar lists various photo services: "Prints", "Photo Books", "Cards", "Calendars", "Posters", "Wall Decor", "Gifts & More", and "Create". A user account section shows "79 4x6 Prints for \$9.99". The main content area features a "Passport Photos Made easy!" banner with bullet points: "ID Photos Ready in Minutes", "Quality Photos at One Low Price", and "Skip the Wait, Start Your Application". Below the banner, there is a small text block stating: "Walgreens ID photos are perfect for students, employees, gym members, and travelers applying for a Passport or U.S. Passport Card. Get two perfectly sized, professional-quality photos printed in compliance with government regulations. Skip the wait at the post office and get everything you need from a location near you for just \$12.99." To the right of the text is an image of a passport book and two passport photos.

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](#).

The Passport Acceptance Facility Search Page will ask for your zip code to identify the closest location to you.



Passport Acceptance Facility Search Page

This site will allow you to find the nearest location to apply for a passport. It is provided by the Department of State's Bureau of Consular Affairs, Office of Passport Services/Customer Service, which designates many post offices, clerks of court, public libraries and other state, county, township, and municipal government offices to accept passport applications on its behalf. This page allows you to search by one of three search scopes - Zip Code, State, or State/City. Once you enter your criteria, click on the "Search" button to view a list of the nearest designated passport application facilities.

Search By: ZIP Code: Closest facilities
 All facilities within miles

State:
 City:

Additional Search Criteria: Handicap Access Photo On-site Photo Nearby

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**

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](#). This service will cost you an additional \$60.