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](image)

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.)
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](image)

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.