

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>

Step 1: Go to <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
 - **By Hand:**
<https://travel.state.gov/content/dam/passports/Forms/Form%20Upload%208.1.17/ds11.pdf>
 - **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:
 - **By hand:**
<https://travel.state.gov/content/dam/passports/Forms/Form%20Upload%208.1.17/ds82.pdf>
 - **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:
 - <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 **71A/71B/71C/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:0x52e119b60d23ad0f!2m2!1d-79.960835!2d40.4443533!1m5!1m1!1s0x8834f15a11eefa39:0x21bd172a7dbaaf63!2m2!1d-79.9968357!2d40.4381033!3e3>

Step 7. 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
 - 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 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.*