Steps Toward a US Passport

(10/9/2013)

1. Complete US Passport Application, but **DO NOT SIGN IT UNTIL YOU ARE IN THE PRESENCE OF THE PASSPORT OFFICIALS** at the US Postal Service

2. **YOU NEED TO CHECK THE BOX FOR THE PASSPORT BOOK FOR $110 OR THE PASSPORT BOOK & CARD FOR $140**

3. Original Copy of Birth Certificate. If lost, you may obtain it from your state Health Department

4. Two Passport Photos from Rite Aid, Walgreens (both are less expensive than), or the US Postal Service

5. Driver’s License or State Issued ID Card

6. $25 to pay to the US Passport Agent at the US Postal Service to process application and verify that you are who your ID and Birth Certificate say you are

7. $110 Money Order (US Postal Service or Wal-Mart) addressed to the Passport Processing Center

8. Your US Passport Application, your Birth Certificate, Two Passport Photos, and $110 Money Order will be mailed to the Us Passport Processing Center

9. If during the winter months, you should receive your Passport and your birth certificate within 2 to 3 weeks. During the summer months it could take 2 to 3 months because of the amount of applications to be processed is greater during this time.