

Passport Application Process

First-Time Passports

Step 1: Start Early - Gather Documents

Apply for your passport several months before your trip. First-time applicants, minors, and applicants who may not renew by mail may submit their passport application at the Post Office. The U.S. State Department website explains what you'll need to bring with you.

- Application forms (unsigned)
- Proof of identity document and a photocopy of the front and back
- Proof of U.S. Citizenship document and a photocopy of the front and back

Step 2: Prepare Your Application Package

Visit the U.S. Department of State website to learn how to apply for a passport and what documents you need.

1. Complete your [Form DS-11 Application for U.S. Passport](#) on the State Department website.
2. Print your completed application.
DO NOT SIGN YOUR APPLICATION. A Postal employee must witness your signature.
3. Have a passport photo taken.
NOTE: Many Post Offices with passport services can also take your photo. Call to confirm your Post Office takes photos.
4. Photocopy your proof of identity and U.S. Citizenship documents.
5. Calculate your fees.
 - o Post Offices accept credit cards, checks, and money orders for Post Office acceptance fees.
 - o State Department fees are mailed with your application. You can pay with a personal, certified, cashier's, traveler's check, or money order, payable to "U.S. Department of State."

[Get Started on Your Application](#)

Step 3: Find a Post Office

Post Offices have set hours for passport services. Many require an appointment. Use the Find USPS Locations tool to find the nearest Post Office offering passport services.

1. Go to [Find USPS Locations](#):
<https://tools.usps.com/go/POLocatorDetailsAction!input.action?locationTypeQ=passport>.
2. Select **Passports** from Location Types.
3. Enter a ZIP Code™ or address.
4. Select a mileage range.

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5. Click **Refine search** to select services such as walk-in, appointment, or photos.
6. Click **Search**.

Passport Fees

First-time passport applications have two types of basic fees, the application acceptance fee and the application processing fee. Passport photos and fees for faster processing are extra.

Application Acceptance Fees – Postal Service

Pay acceptance fees in person at the Post Office. You may pay by check or money order, payable to "Postmaster," debit card, or credit card.

- \$25.00 - Post Office acceptance fee
- \$15.00 - Post Office photo fee (if needed)

Application Processing Fees – Department of State

State Department payment is sent with your application package. State Department fees are paid separately from USPS fees.

- State Department Fees
State Department passport fees vary. Calculate [passport fees](#) online.
- State Department Payment Methods
NOTE: You may not pay State Department fees with credit or debit cards. You may pay with:
 - Personal, certified, cashiers, or traveler's check, payable to "U.S. Department of State."
 - **Money order** payable to "U.S. Department of State." You may purchase a money order at the Post Office with a debit card.

Check Your Application Status

You can check your application processing status on the Department of State website 7-10 business days after you submitted your passport application at the Post Office.

[U.S. Passport Application Status: https://passportstatus.state.gov/](https://passportstatus.state.gov/)

[Find a Post Office with Passport Services](#)