6 Step Process for In-Person Passport Application

Eligibility:

You are a first time applicant or your previous passport was:

- Issued under 16 years old
- Issued more than 15 years ago
- Lost, damaged, or stolen

1.

Fill out Application Form (Form DS-11)

- Print out (single-side page only)
- o Do not sign until told to do so by an employee

2.

Bring proof of US Citizenship

- Acceptable documents include: U.S. birth certificate, naturalization, citizenship, or full validity U.S. passport
 - More information on: where to write for vital records
 - <u>Further information on naturalization: under section D of Form</u>
 <u>DS-11</u>
- You must provide a **photocopy** of the documentation
 - $\circ\,$ Must be black & white, 8.5 x 11.5, and single sided print

3.

Provide a Photo ID

- Valid drivers license, certificate naturalization, certificate of citizenship, government ID, military ID, valid passport etc...
- You must provide a **photocopy** of the documentation
 - Must be black & white, 8.5 x 11.5, and single sided print

4.

Determine Special Circumstances

- Applying for a child under 15, a child 16-17 applying, passport lost or stolen, selecting a new gender marker, etc
 - For any additional information: <u>step 5</u> on federal application site

5.

Passport Photo

- Must provide one passport photo with application
 - o For requirements: <u>Passport Photo Page</u>
- Do not staple or attach photo to application

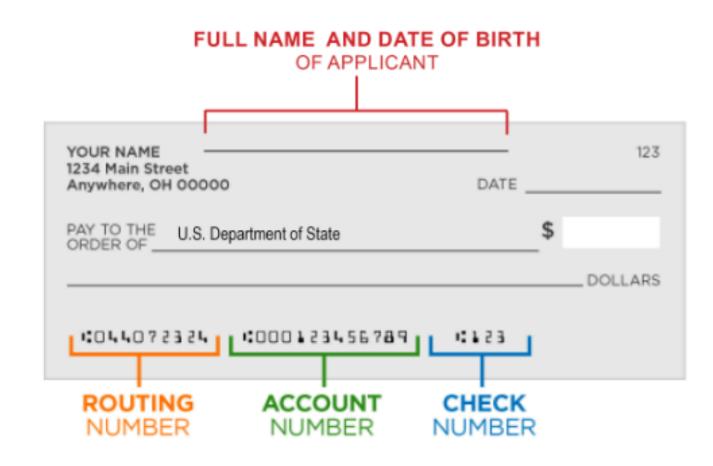
6.

Calculate Fees

- There are two payments
 - Passport Application Fee: \$130 for Passport Book (\$160 for both Passport Book & Card)
 - Execution/Acceptance Fee: \$35 for Passport Book (\$35 for both Passport Book & Card)

7.

How to fill out your check for the application fee:



Additional Information:

Processing

- Passport takes 6-8 weeks to process
- EXPEDITED (2-3 weeks)
 - Additional fee: \$60
- More information on <u>processing</u>

For **MORE** information on any steps:

• Visit: <u>Travel.State.Gov</u>

Find a location to apply

- Traveling in over 3 weeks
 - Go to <u>passport acceptance facility</u>
 - Closest to 49401 (Coopersville, Jenison, Hudsonville)
- Traveling in under 3 weeks
 - Make an appointment to apply at a passport agency