How to Apply For a U.S. Passport

To obtain a first-time passport, you must apply in person at a Passport Acceptance Facility.

Application Steps

➤ Complete Application Form DS-11, but do not sign it. An online version can be found at https://pptform.state.gov, and paper copies are available at Acceptance Facilities.

➤ Gather the necessary documents to turn in with your application. You'll need evidence of U.S. citizenship, photo identification (with a photocopy of this ID), and two passport photos.

➤ If your Acceptance Facility does not take photos on site, have your photos taken at a location such as CVS, Walgreens, or Wal-Mart.

➤ Make an appointment at your Acceptance Facility, if necessary.

Required Documents

☑ Evidence of U.S. citizenship (one of the following):

   Certified U.S. birth certificate meeting the following requirements:
   -Issued by City, County, or State of birth
   -List bearer's full name, date of birth, and place of birth
   -List parent(s) full names
   -Has date filed with registrar's office within one year of birth
   -Has registrar's signature and embossed, impressed, or multicolored
    seal of registrar
   Previous U.S. passport
   Consular report of birth abroad
   Certificate of Naturalization/Citizenship

☑ Photo Identification & Photocopy of this ID

☑ 2 Passport Photos

☑ Application Form DS-11, <u>completed but not signed</u>

Costs to Consider

Document Fees

Passport Book- $110

Other Costs:

Execution Fee- $35
Photos- depends on location

Processing & Shipping Fees:

Standard Processing (4-6 weeks)- No additional fee

Expedited Processing (2-3 weeks)- $60

Expedited at Agency Processing (8 business days, restrictions apply)- $60

Standard Delivery- No additional fee

Overnight Delivery- $20.66

Be sure to submit your application at least 6 months before your semester abroad

Application Locations

York County Clerk of Court

2 North Congress Street
York, SC 29745
*No photo service on site

South Providence USPS

11035 Golf Links Drive
Charlotte, NC 28277
*Photos taken on site,
appointment required

Matthews Post Office

301 East John Street
Matthews, NC 28105
*Photos taken on site,
appointment required

Gastonia Post Office

301 West Main Avenue
Gastonia, NC 28052
*Photos taken on site,
appointment required

*This information is subject to change- please check the U.S. Department of State website for the most up to date information at https://travel.state.gov/content/passports/en/passports/apply.html

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