

## Passport Information

### ENTRY/EXIT REQUIREMENTS:

U.S. citizens traveling to Canada are required to show U.S. Government-issued photo ID and proof of U.S. citizenship, such as a birth certificate.

In addition, U.S. law requires that Americans entering the U.S. from Canada by air (including those returning by air from short trips to Canada) must have a valid passport. This requirement will be extended to sea travel (except closed loop cruises), including ferry service, and land travel by the Summer of 2008. Until then, travelers entering the U.S. from Canada by sea and land must have government-issued photo identification and a document showing their U.S. citizenship (for example, a birth certificate or certificate of naturalization). Further information on upcoming changes to U.S. passport policy can be found on the Bureau of Consular Affairs web site at [http://travel.state.gov/travel/cbpmc/cbpmc\\_2223.html](http://travel.state.gov/travel/cbpmc/cbpmc_2223.html). We strongly encourage all American citizen travelers to apply for a U.S. passport well in advance of anticipated travel. American citizens can visit <http://travel.state.gov> or call 1-877-4USA-PPT (1-877-487-2778) for information on how to apply for their passports.

Entry into Canada is solely determined by Canadian Border Services Agency (CBSA) officials in accordance with Canadian law, see <http://www.cbsa.gc.ca> for details. Canadian law requires that all persons entering Canada must carry both proof of citizenship and identity. A valid U.S. passport or NEXUS card satisfies these requirements for U.S. citizens. If U.S. citizen travelers to Canada do not have a passport or approved alternate document such as a NEXUS card, they must show a government-issued photo ID (e.g. Driver's License) and proof of U.S. citizenship such as a U.S. birth certificate, naturalization certificate, or expired U.S. passport. Children under sixteen need only present proof of U.S. citizenship.

### NEW APPLICATION FOR A U.S. PASSPORT

To obtain a passport for the first time, you need to go in person to one of over 9,000 passport acceptance facilities located throughout the United States with two photographs of yourself, proof of U.S. citizenship, and a valid form of photo identification such as a driver's license.

Acceptance facilities include many Federal, state and probate courts, post offices, some public libraries and a number of county and municipal offices. There are also 13 regional passport agencies, and 1 Gateway City Agency, which serve customers who are traveling within 2 weeks (14 days), or who need foreign visas for travel. Appointments are required in such cases.

You'll need to apply in person if you are applying for a U.S. passport for the first time: if your expired U.S. passport is not in your possession; if your previous U.S. passport has expired and was issued more than 15 years ago; if your previous U.S. passport was issued when you were under age 16; or if your currently valid U.S. passport has been lost or stolen.

**TO APPLY IN PERSON FOR A U.S. PASSPORT YOU MUST:**

**1. Provide *Application for Passport, Form DS-11***

Please see attached or, forms can be obtained from any passport agency or acceptance facility. (Call to check hours of availability.)

**NOTE:** Please do **NOT** sign the DS-11 application form until the Passport Acceptance Agent instructs you to do so.

**2. Present Proof of U.S. Citizenship**

**All documentation submitted as evidence of U.S. Citizenship will be returned to the applicant. Evidence documents will either arrive with the issued passport or in a separate mailing to the applicant. You may prove U.S. Citizenship with any one of the following:**

- Previous U.S. Passport (mutilated, altered, or damaged passports are not acceptable as evidence of U.S. citizenship.)
- Certified [birth certificate](#) issued by the city, county or state

**NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes.

- [Consular Report of Birth Abroad or Certification of Birth](#)
- Naturalization Certificate
- Certificate of Citizenship

**A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:**

- Listed the documentation used to create it **and**
- Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

**If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:**

**1. Letter of No Record**

Issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.

**1. AND as many of the following as possible:**

- Baptismal certificate
- Hospital birth certificate
- Census record
- Early school record
- Family bible record
- Doctor's record of post-natal care

**NOTES:** These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life. You may also submit an Affidavit of Birth, form DS-10, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent. **If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:**

1. If you claim citizenship through birth abroad to one U.S. citizen parent:
  - Foreign birth certificate,
  - Proof of citizenship of your U.S. citizen parent, AND
  - An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.
  
2. If you claim citizenship through birth abroad to two U.S. citizen parents:
  - Your foreign birth certificate,
  - Parent's marriage certificate, AND
  - Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence of physical presence in the United States and abroad before your birth.

[Click here for additional information on documentation of U.S. citizens born abroad who acquire citizenship at birth](#) **NOTE: The following are NOT proof of citizenship**

- Voter registration cards
- Army discharge papers

[Information on foreign-born children adopted by U.S. citizens.](#) **NOTE:** If you travel extensively, you may request more Visa pages in your passport at no additional cost. To do so, please attach a signed request for additional Visa pages to be added to your application. 48-page passports are no longer available in the U.S. or abroad.

### 3. Present Proof of Identity

You may prove your identity with any one of these, if you are recognizable:

- Previous U.S. passport (mutilated, altered, or damaged passports are not acceptable as proof of identity.)
- Naturalization Certificate
- Current, valid
  - Driver's license
  - Government ID: city, state or federal
  - Military ID: military and dependents

**NOTE: Your Social Security Card does NOT prove your identity. If none of these are available , you will need:**

1. Some signature documents, not acceptable alone as ID

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.) **AND**

2. A person who can vouch for you. He/she must:

- Have known you for at least 2 years,
- Be a U.S. citizen or permanent resident,
- Have valid ID, and
- Fill out a Form DS-71 in the presence of a passport agent.

### 4. Provide Two Passport Photos

Your photographs must be:

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
  - Uniforms should not be worn in photographs except religious attire that is worn daily.
  - Do **not** wear a hat or headgear that obscures the hair or hairline.
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

[Click here for information on acceptable digitized photos.](#)

[Click here for detailed information for professional photographers.](#)

### 5. Pay the Applicable Fee

[Click here to see current passport fees](#)

## Methods of Payment -

### [At Our 14 Passport Agencies -](#)

Both fees and the surcharge are combined into one payment to the "U.S. Department of State":

- Credit Cards – VISA, MasterCard, American Express, Discover
- Debit/Check cards (not ATM cards)
- Checks (personal, certified, cashiers', travelers'), money orders (U.S. Postal, international, currency exchange), bank drafts

**Expedite Fee:** (See [How to Get Your Passport in a Hurry.](#) )

## 6. Provide a Social Security Number

If you do not provide your Social Security Number, the Internal Revenue Service may impose a \$500 penalty. If you have any questions please call your nearest IRS office.

## **RENEWAL OF A U.S. PASSPORT**

You can renew by mail if: Your most recent passport is available to submit and it is not damaged; you received the passport within the past 15 years; you were over age 16 when it was issued; you still have the same name, or can legally document your name change.

You can get a passport renewal application form by downloading it from this site.

If your passport has been, altered or damaged, you cannot apply by mail. You must apply in person.

For more information on how to renew a passport, please visit [How to renew a passport](#) page.

## **HOW LONG WILL IT TAKE TO PROCESS A PASSPORT APPLICATION?**

At this time, we are processing routine applications within four weeks from the time of application. We are processing requests for expedited service within three weeks.

### **If you are traveling or need your passport in order to get a visa within the next 2 weeks:**

Please call us at the [National Passport Information Center](#) at 1-877-4USA-PPT (1-877-487-2778) to schedule an appointment to apply in person at a Passport Agency (please see note below).

### **If you have already applied but will not need your passport within the next two weeks:**

There should be no need to contact us at this time. Our goal is to make sure that no one misses a trip. We have added staff and are working overtime across the country to achieve this goal.

**Checking the status of your application:** You can [check the status](#) of your application online. Currently, it is taking 5-7 days for applications to be tracked online. It may take less time if you paid for Expedite Service and sent your application via overnight delivery.