

Excellence's Travel

HOW TO APPLY FOR A PASSPORT



What You Will Need to Apply for your Passport

Passport Application Form
Proof of U.S Citizenship
Proof of Your Identity
Two Current Photographs
Your Social Security Number
Application Fee

Step by Step Guide

STEP 1:

Download the passport application form. You can obtain a passport application form from any U.S. post office or download the passport application form online and print it from your home. Note: "The form should be printed in black ink on white paper. The size of the paper must be 8 ½ inches by 11 inches, with no holes or perforations, at least medium 20lbs, weight with a matt finished surface. There is absolutely no thermal paper, dye-sublimation paper, special inkjet paper, and other shiny papers accepted. Online Form.



STEP 2:

Now that you have the passport application form in hand, you should start by reading the instructions that are printed on the first and second pages. You will complete page 3 using the information mentioned on the first and second pages. You will then read page four for further details on completing the form.

STEP 3:

Next, you will need to put together a proof of your American citizenship, using any of the following, according to the U.S. Department of State.

- Certified U.S Birth Certificate issued by the city, county, or state (not a copy but the original) You can call the records department in the state in which you were born to get an official version within a notary's seal. The birth certificate must include the full name(s) of your parent(s). If you don't have a birth certificate, you can still obtain a passport.
- Record of birth abroad if you weren't born in the United States
- Naturalization Certificate
- Certificate of Citizenship

Also, be prepared to prove you identify using any one of these applicable options;

Previously issued U.S passport (any altered or damaged passport will not be accepted)

- Naturalization Certificate
- Certificate of Citizenship
- Current or Valid;
 - Driver's License
 - Gov't ID: City, state or federal
 - Military ID: military and dependents



STEP 4:

Obtain two passport size photos taken to submit with your passport application. In your photo, you should wear your usual attire (no uniform of any sort), and nothing covering your head. If you wear glasses or anything that may alter your appearance, it's recommended you wear them. You should not smile in the photo and should also be looking ahead. It is recommended that you get your picture taken at a location that is familiar with the requirements for passport photos to avoid any issue with the picture.



STEP 5:

If you are not familiar with your social security number, it is suggested to memorize it or write it down and add it with the documentation needed for your passport application.



STEP 6:

Paying the application fee and execution fee; you can obtain the fee amounts online as they change periodically. As of 2020, passport fees are \$110 plus \$35 for adults (ages 16 and older). Contact the location that you will be applying to obtain what payment methods are accepted.



STEP 7:

Getting your passport! Find a passport office location nearest to you (it might be a post office). Submit your completed form, passport photos, and money for the passport. Provide the date for your next trip, and then you can expect to receive your U.S. passport within two weeks to two months.



STEP 8:

You can follow up with the status of your application about a week after you have submitted the required documentation. You can check your application status online to see when your passport will arrive in the mail.

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www.excellencestravel.com

(929) 269-2351

info@excellencestravel.com