

## WHAT IS A PASSPORT?

A passport is an official travel document issued by the government that confirms a person's identity. Students planning to study abroad should get a passport *book*, not a passport *card*. Passport cards are not valid for international air travel and cannot be used for studying abroad or applying for visas.

## HOW DO YOU GET A PASSPORT?

The US Department of State requires that you complete an application to get a passport. If it is your first passport, you *must* apply in person using [Form DS11](#).

Apply in person if you respond "Yes" to at least one of the following statements:

- I am applying for my first U.S. passport.
- My most recent U.S. passport was issued when I was under age 16.
- My most recent U.S. passport was lost, stolen, or damaged.
- My most recent U.S. passport was issued more than 15 years ago.

*Fill out form DS-11 and print it*

Use the [travel.state.gov](https://travel.state.gov) Form Filler tool on a desktop or laptop computer. Fill out your form online and then print it. If you are experiencing technical issues with the Form Filler, download a [PDF](#) or obtain a hard copy of the form from the Office of National Awards and Fellowships.

Tips to complete your form:

- Complete all parts of the form. Do not sign your form until asked to do so by a passport acceptance facility agent or employee.
- Print your form on single-sided paper. They do not accept double-sided forms.
- You can apply for a passport book, a passport card, or both documents using the same form. Students planning to study abroad should get a passport book, not a passport card.
- You may request a larger passport book with more visa pages, at no extra cost, by checking the 'large book' box at the top of the DS-11.

## PASSPORTS: The Four Ps

In addition to the application, you'll need the four Ps:

- 1. PROOF**
- 2. PHOTO ID**
- 3. PHOTO**
- 4. PAYMENT**

*Provide Proof*

Bring evidence of U.S. citizenship and a photocopy

Your evidence must be an original or replacement copy. The document must have the official seal or stamp of the office which issued it. You must submit one of the following documents:

- U.S. birth certificate that meets the following requirements:
  - Issued by the city, county, or state of birth
  - Lists your full name, date of birth, and place of birth
  - Lists your parent(s)' full names
  - Has the date filed with registrar's office (must be within one year of birth)
  - Has the registrar's signature
  - Has the seal or stamp from the city, county, or state which issued it
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship
- Full validity, undamaged U.S. passport
  - Full validity means the document is or was valid for 10 years for adults and 5 years for children under 16.

If you cannot submit one of these documents, go to the [Citizenship Evidence page](#) for more information.

Tips for making a photocopy:

- Black and white (no color)
- Use 8.5 inch by 11 inch paper
- Use a single side of the paper

If you do not submit a photocopy, you must submit a second copy of your citizenship evidence. They will keep this copy for their records.

Returning your document: They will return your citizenship document up to 8 weeks after you receive your passport.

*Provide a photo ID and a photocopy*

Bring a physical, photo ID and a photocopy of it. If your photo ID is from a different state than the state in which you are applying, bring a second photo ID.

You must show at least one of these photo IDs:

- Valid or expired, undamaged U.S. passport book or passport card
- In-state, fully valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID) used by a parent of a U.S. citizen child applicant
- U.S. Permanent Resident Card (Green Card) used by a parent of a U.S. citizen child applicant
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- Note: you may need to show another ID when presenting one of these three documents:
  - In-state, fully-valid learner's permit with photo
  - In-state, fully-valid non-driver ID with photo
  - Temporary driver's license with photo

If you do not have one of these photo IDs, go to the [Identification page](#) for more information.

Tips for making a photocopy:

- Black and white (no color)
- Use 8.5 inch by 11 inch paper
- Use a single side of the paper

Determine special circumstances

You may need to provide more information and documents if:

- You owe over \$2500 in child support
- You are selecting a new gender marker

- You are applying for a special issuance passport
- You are a sex offender covered under International Megan's Law

### *Provide a photo*

You must provide one photo with your application. Go to the [Passport Photo page](#) for photo requirements and to see examples of photos.

- Do not attach or staple your photo to the form. The acceptance agent or passport employee will review the photo and staple it to your form.
- You can get a photo at:
  - Some passport acceptance facilities (Big Stone Gap)
  - A company which offers photo services (CVS and Walmart)
  - Home. Ask a friend or family member to take your photo. Print it on glossy or matte photo quality paper.

### *Provide Payment*

When applying using Form DS-11, you will pay two separate fees - an application fee and a processing (acceptance) fee. You will pay the \$130 application fee to the U.S. Department of State, and the \$35 processing (acceptance) fee to the facility which takes your application.

## **PASSPORT PROCESSING FACILITY LOCATIONS**

Acceptance facilities near UVA Wise that process applications are in Big Stone Gap, Clintwood, and Lebanon. They are open Monday through Friday, and hours vary depending on each facility's location. The Big Stone Gap site is by appointment only.

## **HOW LONG DOES IT TAKE TO GET A PASSPORT?**

The average passport processing time is six to eight weeks, and mailing times are two weeks each way; thus, it could take up to twelve weeks (three months) to receive your passport.

*Updated June 17, 2024*

<https://travel.state.gov/content/travel/en/passports/need-passport/apply-in-person.html>