

# How to Apply for a New Passport:

## **1) Pick type:**

**Passport Book - \$110** Valid for all international travel

**Passport Card - \$30** Valid only for return to the U.S. by land or sea from Canada, Mexico, Bermuda, and the Caribbean

**Passport Book & Card - \$140** Apply for both documents at the same time

## **2) Pick Processing method:**

**Standard Processing - No additional Fees** Processed in 6 weeks

**Expedited Processing - \$60** Processed in 3 weeks door-to-door

**Expedited at Agency Processing - \$60 - Restrictions apply\*** Processed in 8 business days or less based on need

## **3) Pick Delivery method:**

**Standard Delivery - No additional Fees** Delivery by USPS Priority Mail for new passport book; documents may be returned by First Class Mail

**Overnight Delivery - \$20.66** Delivery by USPS Express Mail for new passport book; documents may be returned by First Class Mail

## **4) Collect Documents:**

When you apply, you must present an **original document** as evidence of U.S. citizenship (which will be returned to you after your application is processed), photo identification, and a photocopy of that identification. The Acceptance Facility or Passport Agency where you apply may be able to make the photocopy for you.

### **Evidence of U.S. Citizenship**

You must submit **ONE** of the following original documents as primary evidence of U.S. citizenship (photocopies are not acceptable):

- Certified U.S. Birth Certificate (must meet all of the following requirements):
  - Issued by City, County, or State of birth
  - Lists bearer's full name, date of birth, and place of birth
  - Lists parent(s) full names
  - Has date filed with registrar's office (must be within one year of birth)
  - Has registrar's signature
  - Has embossed, impressed, or multicolored seal of registrar
- Previous U.S. Passport (may be expired, must be undamaged)
- Consular Report of Birth Abroad
- Certificate of Naturalization/Citizenship

### **Parental Consent**

You must present one of the following documents as evidence of parental relationship, unless your child's evidence of citizenship also lists the full names of the parents (such as a birth certificate):

- U.S. birth certificate
- Consular Report of Birth Abroad
- Adoption decree
- Foreign birth certificate (with an official translation, if in a language other than English)

Photocopies of these documents are acceptable as evidence of relationship (not citizenship). If you are submitting one of these documents as evidence of citizenship, you do not need to provide an additional copy. A previously-issued U.S. passport is not acceptable evidence of relationship, since it does not list the names of the parents.

### **Parental Appearance (under 16 years old)**

Minors under age 16 cannot apply for a passport by themselves.

- If available, both parents should appear in person with the minor.
- If one parent is not available, then the application must be accompanied by a notarized, signed Form DS-3053 from the parent that is not applying with the minor.

For additional documents that may be used to show parental consent, see [passports for minors](#).

### **Parental Awareness (16-17 years old)**

In addition to all other requirements to apply for a passport, minors ages 16 and 17 must also provide evidence of parental awareness, such as:

- Having a parent accompany the minor when applying
- Listing a parent as the Emergency Contact on the application
- Using a parent's check to pay the passport fees
- A signed statement consenting to issuance of a passport from at least one parent (should be accompanied by a photocopy of that parent's ID)

### **Photo Identification**

When you submit your application, each parent must present one of the following primary photo identification documents, and submit a photocopy of that document:

- Valid Driver's License (plus a second ID if issued in a different state than where you apply)
- Undamaged U.S. Passport (if issued less than 15 years ago)
- Certificate of Naturalization
- Valid government ID (city, state, or federal)
- Valid Military ID

If you do not have any of the above documents, you will need to submit a combination of secondary identification documents with a photo and signature, such as:

- Expired Driver's License
- State-issued ID Card
- Student ID Card
- Employment ID Card

If your name or gender is different on your ID, or your child's name is different on his or her evidence of citizenship, you may need to submit [additional documentation](#).

## **5) Take a Passport Photo (Walgreens, Post Office, CVS)**

Your Photograph Must Be:

- In color
- 2 x 2 inches in size

- Printed on thin, photo-quality paper
- Taken within the past 6 months, showing current appearance
- 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 hair line
  - 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)

Articles worn for religious or medical reasons should be accompanied by a statement to that effect.

## **6) Complete DS-11 Form**

- By Hand: <http://www.state.gov/documents/organization/212239.pdf>
- Online & Print: <https://pptform.state.gov/>

## **7) Setup Appointment at Acceptance Facility**

### **Dallas Passport Agency**

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or

### **Passport Acceptance Facility**

<b>Facility Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>	<b>Public Phone</b>	<b>Distance</b>
<u>COPPELL POST OFFICE</u>	450 S DENTON TAP RD.	COPPELL	TX	75019	9727453221	0
<u>VALLEY RANCH STATION</u>	8501 N. MACARTHUR BLVD	IRVING	TX	75063	9725069104	2
<u>LEWISVILLE MAIN POST OFFICE</u>	194 CIVIC CIRCLE	LEWISVILLE	TX	75067	8446618730	4
<u>DENTON COUNTY CLERK OF COURT</u>	1029 W. ROSEMEADE PKWY	CARROLLTON	TX	75007	9724347170	5
<u>ROSEMEADE POST OFFICE</u>	3755 N. JOSEY LANE	CARROLLTON	TX	75007	9729390306	5
<u>GRAPEVINE MAIN POST OFFICE</u>	1251 WILLIAM D TATE AVE	GRAPEVINE	TX	76051	8174883343	5
<u>FLOWER MOUND POST OFFICE</u>	2300 OLYMPIA DRIVE	FLOWER MOUND	TX	75028	8446618730	7
<u>ADDISON MAIN POST OFFICE</u>	4900 AIRPORT PKWY	ADDISON	TX	75001	8446618730	8
<u>DALLAS COUNTY DISTRICT CLERK-NORTH</u>	10056 MARSH LN, SUITE#137	DALLAS	TX	75229	2149043030	8
<u>EULESS POST OFFICE</u>	210 N. ECTOR DR	EULESS	TX	76039	8176840063	8

Appointments at the above locations fill up VERY QUICKLY. Please schedule your appointment as soon as you can in order to avoid expediting fees or not getting your passport in time.

# Dallas Passport Agency

If you are traveling internationally in less than 2 weeks or need to obtain a foreign visa within 4 weeks, you are eligible to schedule an appointment at this passport agency with proof of international travel. Will call (pickup) service is offered for life or death emergencies and immediate international travel.

**8:00 a.m. to 3:00 p.m.**

Monday through Thursday

**9:00 a.m. to 3:00 p.m.**

Friday

Excluding Federal Holidays

## Physical Address:

Earle Cabell Federal Building

1100 Commerce St

Suite 1120

Dallas, TX 75242

## Call 24/7 for an Appointment

**1-877-487-2778**

- **Appointments are required** at all passport agencies. There is no charge to make an appointment at a passport agency and customers should not pay anyone or any business making such a charge.
- **You must pay the \$60 expedite fee** in addition to application fees to apply at this agency.
- **Proof of international travel is required when applying at this agency. You must provide a hard copy of your itinerary or other proof of international travel.**
- **Will call service is offered for life or death emergencies and immediate travel abroad** (leaving within 8 business days). The agency will advise you when the passport will be ready for pickup at will call based on your documented travel plans.
- **For all other customers, passports will be processed within 8 business days of applying at the agency.** During your appointment, the agency will advise how the passport will be sent to you.

## For Your Appointment

### What to Bring

- Appointment confirmation number
- Proof of international travel
- Completed forms
- All required supporting documents (including one photo and a front and back photocopy of identification)
- A major Credit Card, Debit/Check card (not ATM cards), Check, Bank Draft, Cash (Exact Change), or Money Order to cover the application and expedited fees

### Need help getting started?

Find out what forms, documents, and fees you will need to bring to your appointment.

(<http://www.travel.state.gov/content/passports/en/passports/apply.html>)

### When You Arrive

- **Arrive early** to allow enough time to pass through building security screening and metal detectors (**weapons are prohibited**).  
**Take the elevator to the 11th floor, Suite 1120.**
- **Check-In** at the Information Desk.
- Present your Social Security Number or Appointment Confirmation Number to verify your appointment. **Receive your number**, please be seated, and wait until your number is called.
- When your number is called **go to your assigned window**. A passport specialist will review your forms and supporting documents.
- **Please note: Wait times may vary.** Please take into account that you may not be seen exactly at your appointment time.

### Driving Directions, Parking Information

#### From DFW Airport:

Expand All

Start out going South on International Parkway South/TX-97 Spur South. Merge onto TX-183 East toward Irving/Dallas. TX-183 East becomes I-35E South/US-77 South. Take the Commerce Street East Exit (Exit 428E) toward Reunion Boulevard. Turn slight right onto Commerce Street. Take the Commerce Street ramp. Stay straight to go onto Commerce Street. (Travel time approximately 25 minutes)

#### Parking:

There are parking lots on the corner of Commerce and S. Griffin St. in front of the Federal building;; behind the Federal building at S. Griffin and Jackson St.;; and at S. Griffin and Wood Street. Daily parking rates in the area range from \$6 – \$10 depending on location. Parking Rates subject to change without notice.

