



Steps to Apply for Passport

Step 1) Fill out the DS-11:

DS-11 Form is an application form for issuing passport. The application can be submitted online or print and complete by hand. Use BLACK ink only and print single-sided on standard 8 1/2x 11 paper.

DO NOT sign the application of fill out the ID/ license information section.

The applicant's Social Security Number is REQUIRED to be written on the application, but you do not need to bring in the physical card.

- If the applicant does not have a SSN, an additional form provided by our facility must be filled out. Be sure to select a box at the top of the form to indicate whether you'd like the passport book, passport card, or both:
- A passport book can be used for international travel by air, sea or land. You must also select how many pages you'd like the book to have: 28 (standard) or 52 (large). The number of pages does not change the price.
- A passport card cannot be used for international air travel. A passport card can only be used for entering the United States at land border crossings and seaports from Canada, Mexico, the Caribbean, and Bermuda.

Note:

For online application visit: <https://pptform.state.gov/PassportWizardMain.aspx>

For hand application visit: <https://eforms.state.gov/Forms/ds11.pdf>

Step 2) Proof of Citizenship:

You must provide ONE of the following:

- Valid or Expired Passport (if still valid, it must be mailed with the application)
- Original or certified copy of Birth Certificate that meets the below requirements:
- Issued by the city, county, or state of birth
- Lists applicant's full name, date of birth, and place of birth
- Lists parent(s)' full names
- Has the date filed with registrar's office (must be within one year of birth or you will need secondary evidence of citizenship as well)
- Has the registrar's signature
- Has the seal of the issuing authority
- Certificate of Naturalization
- Consular Report of Birth Abroad
- NOT accepted: photocopies, social security cards, birth announcements from churches or hospitals (certificates with footprints are only decorative).

Note:

The US Department of State has special requirements for birth certificates from TEXAS, CALIFORNIA, and PUERTO RICO.

Please visit the following sites for more detail.

For TEXAS: <https://www.dshs.texas.gov/vs/>

For CALIFORNIA: <https://www.cdph.ca.gov/>

Puerto Rico birth certificates must be issued after July 1, 2010 as mandated by the Puerto Rico Birth Certificate Law of 2009.

Step 3) Proof of Identity Documents:

- You must provide ONE of the following:
- Valid in-state driver's license
- Undamaged U.S. passport book or passport card (can be expired)
- 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
- Matrícula Consular de Alta Seguridad (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant
- U.S. Permanent Resident Card (Green Card) - commonly 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:

Office Of International Programs (OIP)

P.O. Box 3011 • Commerce, TX 75428-3011 • Phone: 903.886.5097 • tamuc.edu

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You may be asked for an additional ID if you present either of the following: in-state, valid learner's permit with photo, in-state, valid non-driver ID with photo, or temporary driver's license with photo.

Step 4) Photo:

- You must provide one photo with your passport application.
- Please follow up with the page to ensure you follow all the requirements and avoid potential processing delays.
<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

Step 5) Schedule an Interview Appointment:

- All applicants must be present.
- Bring the original documents with your application.
- Additional documents may be required depending on your circumstances.
- If you'll be having your passport photo taken, please be sure to dress according to the requirements.
- Applicants aged 16-17 years old must provide proof of parental awareness when applying.
- Examples include one parent accompanying the applicant, or a signed statement of consent from one parent with a front and back photocopy of the parent's ID. The applicant should also bring their own proof of identification.

Note:

Please visit the following site for more details:
<https://travel.state.gov/content/travel/en/passports.html/>

Step 6f) Pay Fees:

There are 2 separate payments required:

1) Fees Payable to the U.S. Department of State

- Adult Passport Book: **\$130**
- Adult Passport Card: **\$30**
- Optional Expedite Fee: **\$60**
 - Optional Passport Return 1-2 Day Priority Express Shipping: **\$18.32**
 - Regular 2-3 Day Priority Shipping is included in the application fee.

The Passport Card cannot be shipped Priority Express.

Check or money order ONLY - no cash, no cards, and no starter checks

Note:

The pricing mentioned above only applies for adult applicant.

Step 7) Processing Period:

On October 28, 2021 the U.S. State Department announced extreme delays in processing passports.

You can apply for routine service and expect to receive a passport in 8-11 weeks (not including mailing time).

You also have the option of paying an additional \$60 for expedited service to receive your passport in 5-7 weeks (not including mailing time).

If you need your passport in less than 8 weeks, please visit the U.S. Department of State's website.

<https://travel.state.gov/content/travel/en/passports/get-fast.html>.

Note:

The processing time subject to change by the U.S. Department of State, check their website for current times.

Step 8) Location of Passport Office (Commerce, Texas):

1. USPS OFFICE: 2600 W Neal St, Commerce, TX 75428 [For Passport Photos and Mailing of Passport documents]
2. USPS OFFICE: 1300 Park St, Commerce, TX 75428 [For Passport Photos and Mailing of Passport documents]
3. Commerce Library: 1805 Lee St, Commerce, TX 75428 [For Passport Photos and Mailing of Passport documents]

For More Information: If you have any questions regarding the passport process contact Office of International Programs, Ferguson Hall 221.