

# How to Obtain a United States Passport

Use this guide if you are a United States Citizen aiming to obtain an Adult (16 years or older) passport

This process takes 6 weeks without paying for expedited processing and/or shipping, and costs can be found here: <https://travel.state.gov/content/passports/en/passports/information/fees.html>

You can find this entire process at [How to Apply for a Passport](#)

## Step 1: Fill Out Application

- **DO NOT SIGN THE FORM UNTIL YOU PRESENT IT AT THE ACCEPTANCE FACILITY (City County Building)**
- Complete Form DS-11 regardless if you are replacing a Child Passport or if you are a First Time Applicant
  - **By hand click [here](#)**
  - **Online click [here](#)**  
\*Form Filler allows you to enter your info and print a PDF form with a unique barcode. This Form Filler is not an online application.\*
- If you are renewing your adult passport (*if you are 'renewing' a child passport into an adult passport, this is NOT you – Use the above form*), complete form DS-82:
  - **By hand click [here](#)**
  - **Online click [here](#)**  
\*Form Filler allows you to enter your info and print a PDF form with a unique barcode. This Form Filler is not an online application.\*

## Step 2. [Calculate Costs](#)

- Select Passport Book
- Select Standard Processing unless you require your passport in less than 6 weeks.
- Select Standard Delivery unless you feel the need to have your passport overnighted to you.

## Step 3. Gather your required documents for the Passport Application

- Evidence of U.S. Citizenship (present the original and a photocopy of **one** of the following):
  - Certified U.S. Birth Certificate
  - Fully-valid, undamaged U.S. passport (may be expired)
  - Consular Report of Birth Abroad
  - Certificate of Naturalization/Citizenship
  - If you do not have one of these items, consult the this [page](#) for alternatives
- Photo Identification (present the original and a photocopy of **one** of the following):
  - Valid Driver's License (plus a second ID if issued in a different state than where you apply)
  - Valid or expired, undamaged U.S. passport book or passport card (can be the be used to fulfill both requirements)
  - Valid Government or Military ID
  - Certificate of Naturalization/Citizenship
  - If you have none of the above, you will need to present a document that contains both your photo and a signature (ex. Expired Driver's License etc.)

#### Step 4. Take a Passport Photo

- Requirements
  - Color, 2 x 2 inches, matte or glossy photo-quality paper
  - Taken within the past 6 months (i.e. shows current appearance)
  - Full face, front view with white/off white background
  - Between 1 - 1 3/8 inches from the bottom of chin to top of the head
  - Normal Street Attire
    - NO headgear (unless religious, requires a signed statement by applicant)
    - NO glasses (if necessary, submit a note from doctor)
    - Dark glasses are not acceptable (unless needed for medical reasons)
- This can be done at **CVS Pharmacy on Forbes Avenue** for a small fee (~\$8)

#### Step 5. Take documents to Passport Acceptance Facility

- Passport Acceptance Facilities can be found at this website based upon geography:
  - <https://iafdb.travel.state.gov/>
  - **Some of these may offer passport photos on site (for a small fee), including the one below.**
- The closest of these to Pitt is:

Allegheny County Department of Court Records  
City County Building  
414 Grant Street  
Pittsburgh, PA 15219



- To get there:
  - Take a **61A/61B/61C/61D** or a **71B/71D inbound** (towards downtown – catch on 5<sup>th</sup> Avenue) to the **Sixth Ave at Centre Ave stop**
  - Walk back down to 5<sup>th</sup> avenue, continue going the direction the bus was formerly going.
  - Walk past the BNY Mellon building until you reach Grant Street. Turn Left.
  - Walk down Grant Street for 1.5 blocks (past the Allegheny County Courthouse). The City County Building will be on the left.
  - Google maps of this:  
<https://www.google.com/maps/dir/University+of+Pittsburgh,+Fifth+Avenue,+Pittsburgh,+PA/Pittsburgh+City-County+Building,+414+Grant+St,+Pittsburgh,+PA+15219/@40.4408783,-79.9954469,14z/am=t/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x8834f22bd95af11f:0x52e119b60d23ad0f!2m2!1d-79.960835!2d40.4443533!1m5!1m1!1s0x8834f15a11eefa39:0x21bd172a7dbaaf63!2m2!1d-79.9968357!2d40.4381033!3e3>

#### Step 6. APPLY FOR YOUR PASSPORT!

- Bring your required documentation:
  - Evidence of U.S. Citizenship (see Step 3 above)
  - Photo Identification and Photocopy of that identification (See Step 3 above)
  - Passport Photo (see Step 4 above)
  - Form DS-11 (or DS-82 if renewing), completed ***BUT NOT SIGNED***
  - One check for fees payable to the *Department of State*
  - One check for Execution fee payable to the *Acceptance Facility* (--ask them what the proper recipient is when you are submitting your application, this is different for each facility).

#### Step 7. Wait Patiently

- Within 6 weeks, your U.S. Passport will be mailed to you via USPS First Class Mail!
- **Note:** *if you are applying for an adult passport and you have a Child Passport, you will have to surrender the Child Passport when you apply. It will be returned to you with your new Adult Passport.*