

# Applying for a new U.S. Passport

1. **Complete the Passport Application Form (DS-11):** This can be printed and downloaded from the Government State Department Website at [eforms.state.gov/Forms/ds11.pdf](https://eforms.state.gov/Forms/ds11.pdf) OR they are available at post offices that process passport applications. Check for these offices on the postal website at: [usps.com/international/passports.htm](https://usps.com/international/passports.htm). Use black ink only. **DO NOT** sign the application until requested to do so by a passport agent.
2. **Proof of US Citizenship:**
  - a. Original birth certificate or a certified copy.
  - b. Certificate of Naturalization or citizenship.
  - c. Fully valid undamaged U.S. passport (may be expired).
  - d. Consular Report of Birth Abroad or Certification of Birth Abroad.
3. **Valid ID:**
  - a. Current, valid photo ID (driver's license, not a temporary or learner's permit) is best. If you have a license other than RI or MA, you will need an additional form of ID i.e., student ID.
  - b. If you don't have a driver's license, you must have at least two forms of secondary identification: out state non-driver ID, student ID, work ID, Social Security card, voter registration card, etc.
4. **One passport photo:**
  - a. Color, 2X2, taken within the last six months.
  - b. Can be obtained at CVS, Walgreens, AAA or a post office that processes passports. Photo service will be available on site.
5. **Fees:**
  - a. Check or money order payable to the U.S. Depart of State for the passport: \$130.00. Money orders will be available on site.
  - b. Processing fee: \$35.00. Cash, check or money orders are acceptable for this fee.
  - c. Photo: \$15.00.
  - d. Expedited Service: \$60.00 added to the Department of State Fee.
  - e. 1-2 day delivery **from** the Department of State: \$19.53 added to the Department of State Fee.

**Processing Times:** Routine: 10-13 Weeks • Expedited: 7-9 Weeks

**Additional Information:** [travel.state.gov](https://travel.state.gov)

**Providence Post Office:** 24 Corliss Street, Providence RI 02904  
Appointments are required and available online.  
Hours: M-F 8am-5:15pm, Sat 8am-12pm  
[usps.com/international/passports.htm](https://usps.com/international/passports.htm)