

First Adult Passport/Replacement of a Passport Issued Over 15 Years

Instructions:

1. Schedule Online Appointment
2. Complete Passport Application Form
3. Present Proof of U.S. Citizenship
4. Present Proof of Identity
5. Present One U.S. Passport Photo
6. Method of Payment
7. Provide Chronopost Envelope for Return of Passport

Step 1: Applicants must schedule an [online appointment](#).

Step 2: Passport Application Form

We require that you enter your child's personal information on Form DS-11 using the [online passport wizard](#). Be sure to answer all questions accurately as any mistakes may result in a delay. Check that you are using the [correct form here](#) (PDF-192 kb). Print one-sided pages only. **** DO NOT SIGN.**

If the applicant does not currently have an SSN and does not wish to obtain an SSN, then he/she should fill in the passport application SSN box # 5 with zeros.

- For infants, parents may complete the application form in order to obtain a social security number.

Step 3: Present Proof of U.S. Citizenship

You may prove U.S. Citizenship with any one of the following (original AND one photocopy):

- an original U.S. Birth Certificate, or
- a certified U.S. Birth Certificate, *or
- an original U.S. Consular Report of Birth Abroad or
- an original U.S. Certification of Birth, or
- an original U.S. Certificate of Citizenship, or
- an original U.S. Naturalization Certificate.

* Some short (abstract) versions of birth certificates may not be acceptable for passport purposes. You may order a birth certificate online here: [National Center for Health Statistics](#).

Step 4: Present Proof of Identity

The applicant may prove his/her identity with one of the following (provide original AND one photocopy):

- an original valid passport of any country, or
- an original valid driver's license with photograph, or
- an original national identity card with photograph, or
- an original valid U.S. or State government ID card, or
- an original U.S. military ID card, or
- Any foreign passport that you may currently hold, have held, or been included in, or
- Your original foreign (non U.S.) naturalization, or
- Name change documentation if you have changed your name since your proof of citizenship was issued. You will be required to provide name change documentation, i.e. your marriage certificate. If you have changed your name by means other than marriage, please contact our office for further information.

Step 5: Provide One U.S. Passport Photo

Submit one current [U.S. standard size passport photograph for biometric passports](#).

Note: French photo booth photographs are NOT acceptable for U.S. passport issuance. All photos must have a white background. Do NOT staple the photo to your application.

Step 6: Method of Payment

Pay the fee of \$105 (89 Euros) for applicants under age 16, or

\$135 (115 Euros) for all others. You will pay the applicable fee at the time of application for the passport.

- [See fees and payment methods](#).

Step 7: Provide Chronopost Envelope for Return of Passport

Provide one self-addressed [Chronopost envelope](#) for the return of passports.

- Ask for an envelope for France métropolitaine, and keep the tracking number for your records. One envelope can contain up to 6 passports.

Once we have received the complete passport application, it takes approximately 10 to 14 days for you to receive the new passport.

**We require that all applications be completed online. Hand-written applications could cause delays in application processing.

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