



United States Consulate – American Presence Post for Western France

30, quai Duguay – Trouin

35000 Rennes, France

Email : usarenes@state.gov

www.facebook.com/usdos.rennes

Consulate web site: <http://rennes.usconsulate.gov>

Embassy web site: <http://france.usembassy.gov/service.html>

FIRST ADULT PASSPORT RENEWAL

Passport Applications for All Persons Age 16 and over Holding a Five-Year Validity Passport

The applicant **MUST** appear in person.

What you need to bring to the appointment: (see the following page for instructions and details)

- Completed Application for a U.S. Passport - Form DS-11 (fill out prior to the appointment **BUT DO NOT SIGN IT**) : (http://travel.state.gov/passport/forms/ds11/ds11_842.html)
- Applicant's U.S. **social security number** filled out on the passport application. If you do not have a social security number, please enter 000-00-0000. You may bring the social security number application form: (<http://www.ssa.gov/online/ss-5fs.pdf>)
- A self-addressed Chronopost France Métropolitaine envelope
- One U.S.-sized passport photo
- Most recent U.S. Passport
- Other foreign passport or identification
- One of the following:
 - Certified Birth Certificate (showing both parents' names) issued by the city, county or state if your child was born in the United States;
 - Consular Report of Birth Abroad or Birth Certificate if your child was born abroad;
 - Naturalization Certificate;
 - Certificate of Citizenship.
- Applicant's official government-issued photo identification card
- Major credit card to pay the Passport Fee of \$135

Once we have the complete passport application, it takes approximately **two to three weeks** for you to receive your new 10-year validity passport.

Additional Guidance and Instructions for First Adult Passport Renewal

- For security reasons, parental consent may be requested.
- **Complete and Submit Form DS-11: Application for a U.S. Passport** (http://travel.state.gov/passport/forms/ds11/ds11_842.html) Make sure that all entered information is complete and correct before printing. Include emergency contact information and Social Security Number.
 - Completing Form DS-11 online: Print the completed form using black ink on one-sided pages.

Completing Form DS-11 by hand: Use black ink and print legibly. Illegible applications may delay application processing time.
 - Note: online version of the passport application form provides instructions for use in the United States, which do not apply to your application in France. Please follow the instructions provided here.
 - **DO NOT SIGN** Form DS-11 until you are instructed to do so by a Consular Officer.
- **Provide your U.S. Social Security Number on form DS-11:**
 - If you **do not have a social security number** please enter 000-00-0000. You may also download and complete the form SS-5 before the appointment (<http://www.ssa.gov/online/ss-5fs.pdf>)
- **Provide a self-addressed Chronopost France Métropolitaine envelope for the return of the passport**
 - All passports are returned by Chronopost envelope, which guarantees faster and more secure return of your minor's passport. Chronoposts may be purchased at any French post office.
- **Provide One Passport Photo:** Submit one U.S. [passport size photo](#).
 - Please read and follow the instructions provided in this link for detailed photo guidance: (<http://france.usembassy.gov/root/pdfs/cs-france-photo-and-list.pdf>)
 - One (1) unsigned, color photograph, taken within the past six months.
 - Photograph background must be white or off-white. Square image, exactly 2 x 2 inches (5 x 5 centimeters).
- You must submit the **last issued U.S. Passport**

- Submit one of the following:
 - **Certified Birth Certificate** (showing both parents' names) issued by the city, county or state if your child was born in the United States;
 - **Consular Report of Birth Abroad or Birth Certificate** if your child was born abroad;
 - **Naturalization Certificate;**
 - **Certificate of Citizenship.**

Note: A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within one year of your birth. Please note that some short (abstract) versions of birth certificates may not be acceptable for passport purposes. You may order a [certified birth certificate online \(http://www.vitalchek.com\)](http://www.vitalchek.com) or write to one of the offices of the [National Center for Health Statistics \(http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm\)](http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm)

- **Identification of Applicant:** The applicant may prove his/her identity with any one of the following documents:
 - a valid passport of any country; or
 - a valid driver's license with photograph; or
 - a national identity card with photograph; or
 - a valid U.S. or State government ID card; or
 - a U.S. military ID card; or

If the applicant does not have any personal identification, it will be necessary for the applicant to be accompanied by a family member (mother/father/brother/sister) or legal guardian over the age of 18 with a valid passport, preferably U.S., who will be required to make a sworn statement identifying the applicant.

- **Passport Fee \$135– We can only accept payment by major credit cards** - charged in U.S. dollars. Cash and checks are not accepted. To find the equivalent in Euros, please refer to this table for the [Embassy's exchange rates \(http://france.usembassy.gov/ucs_exchangerate-ar.html\)](http://france.usembassy.gov/ucs_exchangerate-ar.html)