



U.S. PASSPORT INFORMATION
U.S. Embassy Guatemala City

Replacement of a Lost, Stolen or Mutilated Passport for Adults

**Replacement of a Lost, Stolen or Mutilated Passport
will be Processed by Appointment Only**

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Adult Applicants (16 Years and Older)

The day of the appointments applicants should bring:

- Passport application form** filled out online and printed (DS-11) Go to:
<https://pptform.state.gov/>
- If previous passport was stolen or lost, **complete a DS-64** form.
- Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.
- Proof of U.S. Citizenship.** The most common evidence of citizenship is one of the following:
 - U.S. birth certificate (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).
 - Certification of Birth Abroad (Form DS-1350).
 - Certificate of Citizenship from DHS.NOTE: Social security cards, driver's licenses, and voter registration cards are NOT proof of citizenship.
- Proof of identity.** Common proofs of identity include one of the following:
 - Driver's license.
 - Passports.
 - School identification card.
 - School diploma.

- Residency card.
- Acceptable proof is any government/official document with **both name and picture**.

NOTE: A birth certificate is NOT proof of identity.

- One (1) color passport **photo**, 2" x 2" on white background. Check photo requirements
- Fee payment (to pay at U.S. Embassy):
 - Passport **fee** is U\$135 for adults.
 - It can be paid in cash, (in Quetzales or US dollars), or with a credit card.
 - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.**
 - If you are paying with cash, please bring exact change.

To make an appointment

go to <http://guatemala.usembassy.gov/uspasportappointments.html>

Passport applications are sent to the United States for printing, and take approximately **ten calendar days to process**. Your process will be delayed significantly if you are missing any of the requested documents.

You will receive a pick up note indicating when your passport is ready to be picked up at the American Citizen Services Unit.