



*American Citizen Services
Consular Section, U.S. Embassy Pristina, Kosovo*

Dear U.S. Citizen,

Thank you for making an appointment for passport services at the U.S. Embassy Consular Section.

A tourist passport is normally processed in 10 to 14 business days.

ADULT U.S. CITIZENS must submit:

- **Renewal:** Completed [DS-82](#) (52 page book only) and Fees of \$110 (cash only)
- **First time or lost passport:** Completed [DS-11](#) (52 page book only) and Fees of \$135 (cash only). *Plus birth certificate* (original, plus one copy). Police report if applicable for lost/stolen passports.
- All fees are payable in U.S. dollars or Euro at the Embassy's exchange rate. A combination of U.S. dollars and EURO cannot be accepted.
- To expedite processing, fill out your application online, print and bring the completed application.
- Most recent U.S. passport (plus one photocopy of biographic page)
- [1 Passport photo](#), 2"x 2" (5cm x 5cm), color, white background, taken within the past 6 months.*
- U.S. military members: Bring your military ID and if you are a first time passport applicant, bring the orders you used to enter Kosovo.

MINOR U.S. CITIZENS (up to age 16) must submit:

- [DS-11](#) (you must select 52 page passport book) **Do not sign the form.**
- Fees of \$105 (cash only). All fees are payable in U.S. dollars or EURO at the Embassy's exchange rate. A combination of U.S. dollars and EURO cannot be accepted.
- Last U.S. passport (plus one photocopy of biographic page)
- [1 passport photo](#), 2"x 2" (5cm x 5cm), color, white background, taken within the past 6 months.*
- Parents' passports (plus one photocopy of each)
- Progressive photos – one or two from each year since issuance of last passport
- Birth certificate (original, plus one copy)
- Both parents, along with each minor, must be physically present in the Consular Section to sign a minor's passport application.
- If one parent is not physically present, then notarized form [DS-3053](#) should accompany the application along with a photocopy of the passport. If the absent parent is not in the U.S. then the form should be notarized at the nearest U.S. Embassy Consular Section. In special family circumstances form [DS-3055](#) can be used.

If renewing applicants are unable to submit a prior passport, applicants must submit the form [DS-64](#), Statement of Lost or Stolen Passport. In this case, adult applicants should complete the form [DS-11](#), pay an additional \$25 execution fee, and appear in person. Police reports are encouraged for stolen passports.

Tips for smooth visit

When visiting the Embassy, please remember not to bring mobile phones or any electronic devices (such as Blackberries, iPads, or PDAs), food/drinks, suitcases, large bags or backpacks.

We encourage all U.S. citizens to register in order to obtain updated information on local travel and security. To register, please visit: <https://step.state.gov>