



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

U.S. Passport Application Checklist

It is our goal to provide you with excellent customer service. To help us make your visit a brief one, please come prepared. A tourist passport takes three to four weeks to be returned, approximately. Please apply in advance (up to one year prior to expiration) as processing times vary.

**FIRST TIME; or
MINOR CHILDREN UNDER 16 YEARS OF AGE; or
PREVIOUS PASSPORT LOST/STOLEN; or
PREVIOUS PASSPORT EXPIRED MORE THAN 15 YEARS AGO**

- 1) **Completed DS-11** via the [Online Application Wizard](#) or print form **DS-11** and complete it by hand.
 - Please include your current local address in Kosovo (even a temporary one) as the mailing address.
- 2) **One (1) 2"x2" Passport Photo** (5cm x 5cm). Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.
- 3) **Proof of U.S. Citizenship - Original and One (1) Copy.**
 - U.S. Birth Certificate, U.S. Naturalization Certificate, Consular Report of Birth Abroad, or U.S. Certificate of Citizenship.
U.S. Birth Certificate must include your full name, date and place of birth, sex, date the birth record was filed, the seal of the official custodian of such records (state, county, or city/town office), and the full names of your parent(s).
- 4) **Proof of Identity - Original and One (1) Copy.**
 - Previous U.S. passport or other government issued ID (Can be U.S. or foreign government ID).
- 5) **Fee** – adult \$135, minors \$105. CASH ONLY, payable in U.S. Dollars or euros at the Embassy's exchange rate.

MINORS must also bring the following:

- 6) **Both parents' government IDs** (For minors under 16 years of age) - **Original and One (1) Copy Each.**
- 7) **Progressive photos** – from each year since issuance of last passport (For minors under 16 years of age).
- 8) **Both parents, along with each minor, must be physically present** in the Consular Section to sign a minor's passport application. Everyone must be listed when making appointment. If one parent is not physically present, then notarized form [DS-3053](#) should accompany the application along with a photocopy of the passport.

U.S. military members: Bring your military ID and first time passport applicants, also bring your orders.

For a previously lost/stolen U.S. passport: Completed [DS-64](#) form and police report, if you have one.

Name change: Bring your marriage certificate, court orders, or decrees – **Original and One (1) Copy.**

RENEWAL AFTER AGE 16

- 1) **Completed DS-82** via the [Online Application Wizard](#) or print form **DS-82** and complete it by hand.
 - Please include your current local address in Kosovo (even a temporary one) as the mailing address.
- 2) **One (1) - 2"x2" Passport Photo** (5cm x 5cm). Starting November 1, 2016, eye glasses will no longer be allowed in passport photos.
- 3) **Proof of U.S. Citizenship and Identity - Original and One (1) Copy.**
 - Most recent U.S. passport, even if expired, to show that you were at least 16 years old when your most recent U.S. passport was issued.
- 4) **Fee** – \$110. CASH ONLY, payable in U.S. Dollars or euros at the Embassy's exchange rate .

To expedite processing, complete the application online, print and bring completed application