



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

Passport Renewal for Adults 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)

You qualify for a Passport Renewal Process if your case meets the following conditions:

- You have with you your U.S. passport book and/or U.S. passport card.
- You were at least 16 years old when your most recent U.S. passport book and/or passport card was issued.
- Your most recent U.S. passport book and/or passport card was issued less than 15 years ago.
- Your most recent passport has not been lost, stolen, mutilated, or damaged.
- You use the same name in your most recent U.S. passport or you have had your name changed and can submit proper documentation to reflect your name change.

NOTE: if some of these conditions are not met, you should follow the same procedures as if your case was a First Time Passport Issued.

The day of the appointments applicants should bring:

- Passport application forms filled out online and printed (DS-82). Go to: <https://pptform.state.gov/>
- Current passport. If your current passport is unavailable, please read instructions for **lost or stolen passport**. If your current passport was issued more than 15 years ago or when you were younger than 16 years you need to schedule an appointment and proceed as if it was **a first time passport**.
- One (1) color passport **photo**, 2" x 2" on white background. Check photo requirements
- Fee payment (to pay at U.S. Embassy):
 - Fees are \$110.00 for adults whose previous passport was valid for 10 years and for previous passport valid for 5 years \$135.00
 - 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.