

FIRST-TIME APPLICANTS FOR PASSPORTS

1. **Background:** Please read all instructions before starting the application process. This process should **only** be used when applying for the **first-time** passport. If your Passport was issued more than 15 years ago, then the applicant would also apply as a first-time applicant and follow these instructions.

2. **Passport Photos:** You must submit two passport pictures when applying for the Passport. If photos are needed at the appointment, please indicate when selecting appointment online. ****Photo Fee is \$15.00 per person and paid to "Palo Verde Community College".***

3. **Proof of US Citizenship:** Original birth certificate, Naturalization certificate, or expired undamaged passport (book or card) must be submitted. Birth certificate must be a certificate, not a birth abstract, from the town or city of birth and stamped with an embossed seal. Xerox copies, hospital or baptismal certificates are **not** acceptable.

****See "Passport Appointment" for list of all required documents.****

4. **Completing Application:** Enter information in all fields where required.

Estimated travel dates. May be left blank.

5. **Proofread:** You will come to a ***Preview Page***. Proofread all personal information thoroughly --- **before you click "Next"**. Adobe will not spell check your typos on personal information, dates, etc. It will check only for blocks that are missing required information. If you close Adobe and then you realize that a correction needs to be made you will have to start a new application so that the bar code markings will accurately show the new information.

6. **Fees:** You will come to a page that shows Passport Fees. Continue the form by selecting desired passport documents. If needed, edit the Shipping Fees. The total fees indicated will be paid to **"U.S. Department of State"**. Then click the **"Next"** button at the bottom.

****Additional fees will be paid to "Palo Verde Community College" for Photo Fee(s) and/or Execution Fee(s). See passport appointment below for further information.****

7. **Submit:** This last page shows you how to submit this application. Scroll to the bottom where it says **"Print Form"**, check the box right above the button.

Submitting an application for a Minor under Age 16:

- a. **Both parents** must come to the appointment.
- b. If both cannot appear, please see **"Special Requirements for Children Under Age 16"** link, and complete/provide the additional information required.

8. **Form Type and Copies:** Please check to see that the **DS-11** (*gold*) form was created and print one **(1)** single-sided copy per applicant. Bring the printed application(s) to your appointment(s).

9. **Website:** Please go to following link to begin the process (using the passport Application Wizard):

<https://pptform.state.gov/PassportWizardMain.aspx>

- a. When you arrive on the page entitled, “**Online Passport Application**”, click Submit under the Apply Online Tab.
- b. Enter information following instructions provided above.

PASSPORT APPOINTMENTS

You should receive a **Confirmation Email** regarding your appointment. Please check your Spam email. If you have not received a Confirmation Email within 24 hours, please contact the Palo Verde Community College Human Resources Department at 760-921-5539 or HumanResources@paloverde.edu.

When you come to the appointment, please bring **ALL the following documents:**

- a. **Application(s)**
- b. **Proof of Citizenship for applicant**
- c. **Passport Photos**
- d. **Photo ID (both parents must bring if applying for a minor passport)**
- e. **Additional forms if required (i.e. Minor additional forms)**
- f. **Two forms of payment.** One payment will be made out to “**U.S. Department of State**” and the second payment will be submitted to “**Palo Verde Community College**” (included is the United States Passport Fees chart).
 1. **U.S. Department of State** payment must be in the form of:
 - a. Check (personal, certified, cashier’s, traveler’s)
 - b. Money Order (U.S. postal, international, currency exchange)
 - c. Bank Drafts
 2. **Palo Verde Community College** payment can be in the form of:
 - a. Check (personal, certified, cashier’s, traveler’s)
 - b. Money Order (U.S. postal, international, currency exchange)
 - c. Bank Drafts
 - d. Cash
 - e. Credit Card



UNITED STATES PASSPORT FEES

Payment Instructions: *The application fee is paid directly to the Department of State. **The Execution/Acceptance fee is paid directly to the acceptance facility. Two separate payments are required. (Effective 1/22/2023)

ADULT APPLICANTS (16 Years and Older) Please see [Apply in Person](#)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
First-time Adult Passport Book	DS-11	\$130	\$35
First-time Adult Passport Card Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$30	\$35
First-time Adult Passport Book & Card	DS-11	\$160	\$35
Adult Passport Card For applicants who currently have a valid passport book.	DS-82	\$30	No Charge

ADULT RENEWALS Please see [Renew by Mail](#) or [Renew Online](#)

What are you renewing?	Use Form	Application Fee *Paid to the U.S. Department of State
Adult Passport Book	DS-82	\$130
Adult Passport Card Not valid for international air travel. Valid only for travel by land and by sea to Canada, Mexico, Bermuda, and the Caribbean.	DS-82	\$30
Adult Passport Book & Card	DS-82	\$160

ALL MINOR APPLICANTS (Under 16) Please see [Children Under 16](#)

What are you applying for?	Use Form	Application Fee *Paid to the U.S. Department of State	Execution Fee (Acceptance Fee) **Paid to the Acceptance Facility
Minor Passport Book	DS-11	\$100	\$35
Minor Passport Card A passport card is valid only for travel by land and by sea to the following locations: Canada, Mexico, Bermuda, and the Caribbean.	DS-11	\$15	\$35
Minor Passport Book & Card	DS-11	\$115	\$35

OPTIONAL FEES (Paid to the U.S. Department of State)

Expedite Fee	Paid per application, in addition to required fees. Provides faster processing than routine service. Please see Processing Times.	\$60
1-2 Day Delivery	Paid per application for 1-2 day delivery of an issued passport book from the Department of State to the customer. Only applies to mailing addresses within the United States. Not valid for passport cards.	\$19.53
File Search Fee	A file search is necessary when an applicant is unable to present evidence of U.S. citizenship or verification of a previously issued U.S. Passport or Consular Report of Birth Abroad. Applicant must submit Form DS-11 and a written request for a file search.	\$150

Submitting incorrect passport fees could delay the processing of your application. For more information regarding passport application fees, please visit travel.state.gov/passportfees or call 1-877-487-2778, TDD/TTY: 1-888-874-7793.

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