

General Information Handout

The Atlanta Passport Agency (APA) will host an offsite Passport Acceptance Event.

Appointments must be confirmed. There will be no passports printed at the event or on the same day. All applications will be processed in accordance with Passport Services national processing commitment times.

For information about forms, special requirements for minors and photo requirements, please visit our website [Travel.State.Gov/Passports](https://travel.state.gov/Passports). Here's the direct link to our Passport Forms page: [Passport Forms](#).

Passport fees are as follows:

	Execution Fee (DS-11 Applications only)	Book Fee	Card Fee	Expedite Fee *optional	Express Mail Fee *optional
Adult	\$35	\$130	\$30	\$60	\$22.05
Minor (under age 16)	\$35	\$100	\$15	\$60	\$22.05
<i>(Payments can be made via money order, personal check, or debit/credit card [payable to the US State Department] – no cash payments accepted).</i>					

*Passport turnaround/processing time in accordance with National Processing Times:

- 2-3 weeks for expedited applications
- 4-6 weeks for routine applications

The U.S. passport card is not valid for international air travel. Unlike the U.S. passport book, the U.S. passport card is valid only for entry at land border crossings and sea ports of entry when traveling from Canada, Mexico, the Caribbean, and Bermuda.

All applicants **must appear** in person (including minors). Minors under the age of 16 must appear with both parents. If one parent is not available, a notarized DS-3053 Statement of Consent authorization from the non-appearing parent is required, along with a photocopy (front & back) of the absent parent's ID. You may locate this form on travel.state.gov.

Each applicant **must bring** to their appointment:

- completed DS-11 first-time or DS-82 renewal application (please read information pages),

- valid government issued driver's license, U.S. or foreign passport, or local university/college student ID,
- proof of U.S. citizenship: a previously issued U.S. passport, original birth certificate, certificate of Naturalization/Citizenship, or original Consular Report of Birth Abroad,
 - Photocopied certificates are only acceptable for renewing applicants via the DS-11.
- front and back photocopy of the ID to be presented at the time of passport acceptance,
- passport photograph, measuring 2-by-2 inches, on a white background.
 - Passport photographs can be taken at the nearest CVS, FedEx, Walgreens, etc.
 - Photography services **will not** be provided by APA.

Photograph Requirements

Size and Image Specifications

The passport photograph must be 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should not be less than one inch or more than 1 3/8 inches. Use a transparent plastic photo guide to verify.

The diagram shows a frontal view of a person's head and shoulders within a 2x2 inch frame. A vertical dashed line indicates the center. Horizontal arrows at the top and bottom of the face indicate a width of 1 1/8 inches to 1 3/8 inches. Vertical arrows on the left and right sides of the face indicate a height of 1 inch to 1 3/8 inches. The overall width of the photo is labeled as 2 inches, and the overall height is also labeled as 2 inches.

- Printed on matte or glossy quality paper
- Be clear with no printer dots or smudges
- Have been taken within the past 6 months
- Photo must not be damaged or have any creases or holes, particularly around the face
- Digital photos must meet stated qualifications. They must not be grainy in appearance or digitally altered in any way.

U.S. passport holders who will have less than six months validity on their passports should consider renewing their passports.