

Applications for Adults (see “Required Photocopies” Effective January 2017 on Passport Page)

If you have never been issued a US passport, have lost your passport, your passport has been issued more than 15 years ago, or do **not** meet the requirements listed for renewal by mail, must fill out a DS-11 Application. You can obtain all necessary forms from the City’s Passport Window or complete them online at the U.S. Department of State’s official website, www.travel.state.gov .

What to Bring with a DS-11 Form

- Applicant must appear in person
- Bring either an old expired passport or Birth Certificate or Proof of Citizenship through naturalization
- Valid ID such as DMV Driver’s License, DMV issued CA ID Card. The name on your identification must be the same as your application.
- One 2 x 2” passport picture
- Two separate payments: one for the US Department of State and one to the City Of Albany (payment to the Dept. of State must be in form of check or money order only, no credit/debit cards, no cash)