



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

First Time Passport Issuance for Adults will be Processed by Appointment Only

To make an appointment go to
<http://guatemala.usembassy.gov/uspasportappointments.html>

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that a SOCIAL SECURITY NUMBER IS REQUIRED in order to process the passport. If you have never had or applied for a social security number, you may either apply for a social security number at the same time as you apply for your passport or Consular Report of Birth Abroad or you will be required to submit a declaration under penalty of perjury that you were never issued a social security number.

Adult Applicants (16 years and older)

The day of the appointment applicants should bring:

- Passport application **form DS-11** filled out online and printed. Go to: <https://pptform.state.gov/>
 - Proof of U.S. Citizenship:** The most common evidence of citizenship is one of the following:
 - U.S. birth certificate (original or certified copy).
 - Certificate of Naturalization from DHS.
 - Consular Report of Birth Abroad (Form FS-240).
 - Certification of Birth Abroad (Form DS-1350).
 - Certificate of Citizenship from DHS.
- NOTE: Social security cards, driver's licenses, and voter registration cards are NOT proof of citizenship.
- Proof of identity:** Common proofs of identity include one of the following:
 - Driver's license.
 - Passports.
 - School identification card.
 - School diploma.
 - Residency card.

- Acceptable proof is any government/official document with **both name and picture**.

NOTE: A birth certificate is NOT proof of identity

- One color passport **photo**, 2” X 2” on a white background. Check photo requirements.
- Fee payment (to pay at U.S. Embassy):
 - First time applicant **fee** is U\$135 for adults.
 - 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 CURRENCY.**
 - If you are paying with cash, please bring exact change.

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.