



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

**Replacement of a Lost, Stolen or Mutilated Passport for Adults**

**Replacement of a Lost, Stolen or Mutilated Passport  
will be Processed by Appointment Only**

To make an appointment  
go to <http://guatemala.usembassy.gov/uspassportappointments.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 appointments applicants should bring:

- Passport application form** filled out online and printed (DS-11) Go to: <https://pptform.state.gov/>
- If previous passport was stolen or lost, **complete a DS-64** form.
- Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.
- 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 (1) color passport **photo**, 2" x 2" on white background. Check photo requirements
- Fee payment (to pay at U.S. Embassy):
  - Passport **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 DOLLAR BILLS.
  - 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.