



## 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  
[Appointment system](#)

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 will be required to submit a declaration under penalty of perjury that you were never issued a social security number (this document will be provided at the Embassy upon your arrival).

### **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.
- In case the applicant is unable to sign, will be required to bring a previously known witness and fill out form **DS-71**
- Fee payment (to pay at U.S. Embassy):
  - First time applicant **fee** is U\$145 for adults.
  - It can be paid in cash (in Quetzales or US dollars) or with a credit or debit card.
  - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED US BILLS.**
  - If you are paying with cash, please bring exact change.

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Passport applications are sent to the United States for printing, and take approximately **ten business 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 will ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).