



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

### First Passport 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 application. 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).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

### **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.

To make an appointment go to

[Appointment system](#)

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 be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).