



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

### Passport Renewal 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)**

You qualify for a Passport Renewal Process if your case meets the following conditions:

- You have with you your U.S. passport book and/or U.S. passport card.
- You were at least 16 years old when your most recent U.S. passport book and/or passport card was issued.
- Your most recent U.S. passport book and/or passport card was issued less than 15 years ago.
- Your most recent passport has not been lost, stolen, mutilated, or damaged.
- You use the same name in your most recent U.S. passport or you have had your name and can submit proper documentation to reflect your name change.

**NOTE: if some of these conditions are not met, you should follow the same procedures as if your case was a First Time Passport Issued.**

The day of the appointment applicants should bring:

- Passport application forms filled out online and printed (DS-82). Go to: <https://pptform.state.gov/>
- Current passport. If your current passport is unavailable, please read instructions for **lost or stolen passport**. If your current passport was issued more than 15 years ago or when

you were younger than 16 years you need to schedule an appointment and proceed as if it was a **first time passport**.

- One (1) color passport [photo](#), 2" x 2" on white background. Check photo requirements
- Fee payment (to pay at U.S. Embassy):
  - Fees are US\$110.00 for adults whose previous passport was valid for 10 years and US\$145.00 if it was issued for more than 15 years.
  - It can be paid in cash, (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.

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