



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

Replacement of a Lost, Stolen or Damaged 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 forms DS-11** filled out online and printed. Go to:
<https://pptform.state.gov/>
- If previous passport was stolen or lost, complete and print a **DS-64 form**.
- Police report** is not mandatory but it can help to confirm lost or stolen circumstances.
- One (1) color passport **photo**, 2" x 2" on white background. Check photo requirements
- **Proof of U.S. Citizenship (if possible):** The most common evidence of citizenship is at least 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 card is NOT proof of citizenship.

- **Proof of identity (if possible):** Common identity documents include:
 - Driver's license
 - Passports
 - School identification card.
 - School diploma.
 - Residency card.
 - Any government/official document with **both name and picture**.

NOTE: A birth certificate is NOT proof of identity.

- In case the applicant is unable to sign, the applicant will be required to bring a previously-known witness who must fill out form [DS-71](#).

- **Fee payment** (to pay at U.S. Embassy):
 - Passport fee is US\$145 for adults.
 - 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).