

Adult Passport Application Checklist

Please read this list of requirements carefully in order to avoid unnecessary delays in obtaining your passport.

All Passport Applications

- **Two identical 2" X 2" passport photos**, color or black and white, full-face frontal view, white or off-white background, taken in the last 6 months. The ACS Unit now offers a photo service that can take passport photos **for U.S. passport applications only**. This photo service will be offered within the waiting area at the Consular Section. Please note that this is simply another option as part of our effort to improve service. It is not mandatory that you obtain your photo at the Consular Section; you may still obtain passport photos prior to coming to the Consular Section. **You must provide your Social Security Number.**

Adult Passport Renewals

If you can present your most recent ten-year passport, undamaged, issued less than 15 years ago when you were at least 16 years old, and your name has not changed (unless justified by an attached marriage certificate or court order), then you may renew your passport using the following:

- A completed but **unsigned** pink form **DS-82 Application for Passport by Mail**. This form must be presented in person, not by mail, when applying outside the United States.
- **Your most recent passport and one copy, and a copy of the Naturalization Certificate. Or a copy of the Birth Certificate if born in the United States.**
- **US\$75** adult passport issuance fee (or the equivalent in Dominican pesos), plus a **\$12.00** or **\$16.00** fee for the courier service to deliver the passport (depending on whether the passport is to be delivered within the city of Santo Domingo or to any other city of the country).

All Other Passport Applications

If you do not meet the above requirements for an adult passport renewal, then you must apply in person and have an interview with a Consular Officer. You will be required to present the following documents:

- A completed but **unsigned** **DS-11 Application for Passport** form.
- **Original proof of U.S. citizenship**: birth certificate, naturalization certificate, citizenship certificate, Consular Report of Birth Abroad, or a previous U.S. passport and one copy.
- **Original and one copy of proof of identity with photo and signature**: driver's license, state ID, voter registration card, previous passport, etc.
- **US\$100** (or the equivalent in Dominican pesos), plus a **\$12.00** or **\$16.00** fee for the courier service to deliver the passport (depending on whether the passport is to be delivered within the city of Santo Domingo or to any other city of the country).
- If your previous passport was issued more than 10 years ago, or while you were a minor, or if your appearance has changed significantly, we suggest you bring photographs of yourself during the years between your previous passport and the present to demonstrate that you are, in fact, the same person.

Declaring Lost or Stolen Passports

If your passport has been lost or stolen and you wish to apply for a new one, you should bring all of the standard documents listed above and:

- A completed **but unsigned** form **DS-64 Statement Regarding a Lost or Stolen Passport**.
- A local police report of the loss or theft, if reported.

Special Cases and First-Time Applications

In all cases, but especially first-time applications, the Consular Officer may request extensive additional evidence to confirm identity and citizenship, including:

- Previous passports or other identification and one copy of each.
- Medical records, school records and photos from your infancy and early childhood
- Any other evidence which the consular officer determines is necessary.

Abandoned Cases

If your passport application is not approved during the first interview, the Consular Officer will explain what further information or evidence is needed. **You must return to the Consular Section to continue your case or contact us to express your continued interest within six (6) months of your first interview.** Otherwise, your case may be declared abandoned and closed. **The fees for any consular service are valid for a maximum of one year.** If your case is not completed within one year of the date of payment, then you will have to pay the fees again, including any increases in the fees that may have occurred during that year. Contact us by mail, phone, fax or e-mail at American Citizens Services Unit, Consular Section, United States Embassy, César Nicolás Penson esquina Ave. Máximo Gómez, Santo Domingo, Dominican Republic, telephone: (809) 221-2171, fax: (809) 689-6142, e-mail: acs.santodom@state.gov.

We are closed on all Americans and Dominicans holidays, one (1) Wednesday and one (1) Thursday of every month.

PASSPORT APPLICATIONS ARE ACCEPTED ON **MONDAYS & WEDNESDAYS** from **7:30 – 9:30 a.m.** at the lobby of the American Citizens Services office of the Consular Section. Applications are accepted by appointments only. To make your appointment call 809-731-4468 Monday thru Thursday, from 1:00 p.m. to 3:30 p.m.