

**CHECKLIST FOR PASSPORT APPLICATIONS**  
**(UPDATED JANUARY 2016)**

Make an appointment [online](#).

For more detailed information about each of these application categories, supporting documents and forms, please refer to the State Department's travel [website](#).

For application forms, please see [Supporting Documents](#).

PASSPORT	REQUIREMENTS	FORMS	PROCESSING TIMES	FEES
<b>Minors</b> (age 0-16)	1 Both parents present at the Consulate with the child. 2 The child's U.S. birth certificate (If the child was born outside the U.S. please submit the Consular Report of Birth Abroad – form FS 240) 3 1 photo of the applicant (2inch x 2inch / 5cm x 5cm) color with a white background 4 Both parents' passports 5 Parents' marriage certificate	DS-11 completed <b><u>but do not sign</u></b>	7 to 10 working days upon completed application	\$105.00 payable in rands/dollars/major credit card
<b>First Time Adult Application</b> (16 years and older)	1 Appear in person 2 Birth certificate (if child was born outside of the U.S. please submit the Consular Report of Birth Abroad) 3 Previous U.S. passport 4 Naturalization certificate (if applicable) 5 Certificate of citizenship (if applicable) 6 1 x photo of the applicant (2inch x 2inch / 5cmx5cm) color with a white background <b>Parental Consent</b> Children ages 16-17 with their own identification can apply for a passport by themselves. However, it is recommended that at least one parent appear in person with the child to identify him/her and to	DS-11 completed <b><u>but do not sign</u></b>	7 to 10 working days upon completed application	\$135.00 payable in rands/dollars/major credit card

	show <i>parental awareness</i> . Please bring form of identification (passport/Driver's license)			
<b>Renew a Passport.... (if your previous passport was an undamaged 10-year passport)</b>	<ol style="list-style-type: none"> <li>1 Appear in person OR mail application via courier service (see <a href="#">renewal instructions</a> for details)</li> <li>2 Previous U.S. passport</li> <li>3 1 x photo of the applicant (2inch x 2inch / 5cmx5cm) color with a white background</li> </ol>	<b>DS-82 form signed and dated</b>	7 to 10 working days upon completed application	\$110.00 payable in rands/dollars/major credit card or by banker's check if mailed in (see <a href="#">renewal instructions</a> for details)
<b>Name change because of marriage or court order</b>	<ol style="list-style-type: none"> <li>1 Appear in person OR mail application via courier service (see <a href="#">renewal instructions</a> for details)</li> <li>2 Previous U.S. passport</li> <li>3 1 x photo of the applicant (2inch x 2inch / 5cmx5cm) color with a white background</li> <li>4 Marriage certificate or court order</li> </ol>	<b>DS-82 form signed and dated</b>	7 to 10 working days upon completed application	\$110.00 payable in rands/dollars/major credit card or by banker's check if mailed in (see <a href="#">renewal instructions</a> for details)
<b>To replace a lost or stolen passport</b>	<ol style="list-style-type: none"> <li>1 Appear in person</li> <li>2 Report case to police and obtain a copy of the police statement</li> <li>3 Please provide a copy of the lost/stolen passport or the actual passport (if damaged) or a previous passport or U.S. birth certificate or Report of Birth Abroad</li> <li>4 1 photo of the applicant (2inch x 2in x 5cm x 5cm) color with a white background</li> </ol> <p><b>Passports reported lost or stolen are invalidated and can no longer be used for travel. If you find your lost passport, DO NOT USE IT.</b></p>	<b>DS-11 form and DS-64</b>	7 to 10 working days upon completed application	\$105.00 to replace a minor passport (under 16 years) and \$135.00 for applicants 16 years and over, payable in either rands/dollars/credit card

<p><b>To replace an emergency passport or change a valid passport due to data error or name change within <u>ONE</u> year of passport issuance (if more than one year, see below)</b></p>	<ol style="list-style-type: none"> <li>1 Appear in person OR mail application via courier service (see <a href="#">renewal instructions</a> for details)</li> <li>2 If data error: document showing correct data i.e. old passport or birth certificate or court order reflecting name change</li> <li>3 If marriage: original marriage certificate</li> <li>4 1 photo of the applicant (2inch x 2inxh / 5cm x 5cm) color with a white background</li> </ol>	<p><b>DS-5504 signed and dated</b></p>	<p>7 to 10 working days upon completed application</p>	<p>Application for a full validity passport made within one year of the issue date of the emergency passport <b>will not have to pay the fee again.</b></p>
<p><b>To replace an emergency passport or change a valid passport due to data error or name change if more than one year has passed since your passport was issued and you <u>are eligible to use Form DS-82</u> (if not eligible, see below)</b></p>	<p>Same requirements as above, but you are eligible to use form DS-82 if:</p> <ol style="list-style-type: none"> <li>1 You can submit your most recently issued passport</li> <li>2 You were at least 16 years old when your most recent passport was issued</li> <li>3 Your recent passport was issued less than 15 years ago</li> <li>4 Your most recent passport has not been lost, stolen, damaged, mutilated; and You use the same name as on your most recent passport, or have had your name changed by marriage or court order, and can submit proper documentation to reflect the name change</li> </ol>	<p><b>DS-82 signed and dated</b></p>	<p>7 to 10 working days upon completed application</p>	<p>\$110.00 payable in rands/dollars/major credit card or by banker's check if mailed in (see <a href="#">renewal instructions</a> for details)</p>
<p><b>If more than one year has passed since your passport was issued but you are <u>not</u> eligible to use Form DS-82:</b></p>	<ol style="list-style-type: none"> <li>1 Appear in person</li> <li>2 Evidence of U.S. citizenship, your original or certified name change document (no photocopies or notarized copies), a valid ID and photocopy of that ID</li> <li>1 x photo of the applicant (2inch x 2inxh / 5cm x 5cm) color with a white background</li> </ol>	<p><b>DS-11 do not sign or date</b></p>	<p>7 to 10 working days upon completed application</p>	<p>\$135.00 (adult) payable in rands/dollars/major credit card or \$105.00 (minor) payable in rands/dollars/major credit card</p>
<p><b>Apply for an emergency</b></p>	<p>Emergency passports are only issued in real</p>	<p>Depending on eligibility either</p>	<p>Same day</p>	<p>\$105.00 for minor and \$135.00 for adults.</p>

<b>passport</b>	emergencies and evidence of the need for immediate, emergency travel should be submitted with applications. Emergency passports are normally only valid for three (3) months and cannot be extended. You must appear at the Consulate in person to apply.	the DS-82 or DS-11		
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