

REVEREND  RAPHAEL
WARNOCK
U.S. SENATOR *for* GEORGIA

Passport Day Information Packet

The Office of U.S. Senator Reverend Raphael Warnock and the Atlanta Passport Agency are excited to provide you with in-person passport services on May 16, 2024. To ensure your appointment goes smoothly and you are able to walk away with a passport in hand, you must gather and bring *all* required documents to your appointment:

1. **A completed DS-11 first-time or DS-82 renewal application:**

- You should complete a [DS-11](#) if this is your first time applying for a passport *or* if you have not renewed your passport within the last 15 years or more *or* if you are a minor under the age of 18 *or* if your most recent passport was issued when you were 16 or younger *or* if your current, valid passport is damaged, lost, or stolen.
 - Please note that, if a minor under the age of 16 is applying, all parents and/or legal guardians must be present at the appointment. If all parents/guardians cannot be present, additional documentation will need to be provided. See the “**Minors**” section farther below for more information.
 - Please note that, if you are 17 or 18, you only have to show that at least one legal parent or legal guardian is aware that you are applying for a passport by:
 - Having a legal parent or guardian appear with you in person when you apply for your passport. The agent or employee accepting the application will ask your legal parent or legal guardian to sign your DS-11.
 - You should bring a photocopy of that parent or guardian's ID.
 - Submitting a signed note from your legal parent or legal guardian with a photocopy of their ID.
 - Submitting proof that your legal parent or legal guardian is paying your application fees (Example: parent or guardian name is written on the check or money order).
 - Normal "wear and tear" of a U.S. passport is expected and does not count as "damage." Normal wear includes the bend of a passport after being carried in your back pocket or fanning of the visa pages after extensive opening and closing. Damage that might require you to apply for a new passport includes water damage, a significant tear, unofficial markings on the data page, missing visa pages (torn out), a hole punch, or other injuries.
- You should complete a [DS-82](#) if you are over the age of 16 and are renewing a existing passport within less than 15 years of its issuance.
- Complete all parts of the form but do not sign your form until asked to do so by a passport acceptance agent or employee during your appointment.

- Print your form on single-sided paper. The agency will not accept double-sided forms.
2. **A completed DS-11 AND DS-64** *(if you are reporting a current passport as lost or stolen)*
- You should complete and bring both a DS-11 and a [DS-64](#) if you are reporting a current, valid passport as lost or stolen.
 - If the lost/stolen passport has expired, there is no need to report it.
3. **Government-issued ID:**
- You must present one of the following identification documents:
 - Valid or expired, undamaged U.S. passport book or passport card.
 - In-state, fully valid driver's license or enhanced driver's license with photo
 - Certificate of Naturalization
 - Certificate of Citizenship
 - Government employee ID (city, county, state, or federal)
 - U.S. military or military dependent ID
 - Current (valid) foreign passport
 - Matricula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant.
 - U.S. Permanent Resident Card (Green Card) - commonly used by a parent of a U.S. citizen child applicant.
 - Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards).
 - Enhanced Tribal Cards and Native American tribal photo IDs.
 - You may be asked to present an additional ID when presenting one of these three documents: 1) In-state, fully valid learner's permit with photo, 2) In-state, fully valid non-driver ID with photo, or 3) temporary driver's license with photo.
 - If you present an out-of-state ID, you must present an additional ID.
 - The agency will not accept digital IDs when you apply for your U.S. passport.
4. **Evidence of U.S. citizenship:**
- You must present one of the following as proof of citizenship:
 - U.S. birth certificate that meets the following requirements:
 - Issued by the city, county, or state of birth.
 - Lists your full name, date of birth, and place of birth.
 - Lists your parent(s)' full names.
 - Has the date filed with registrar's office (must be within one year of birth)
 - Has the registrar's signature.
 - Has the seal or stamp from the city, county, or state which issued it.
 - Consular Report of Birth Abroad or Certification of Birth
 - Certificate of Naturalization
 - Certificate of Citizenship
 - Full validity, undamaged U.S. passport
 - Full validity means the document is or was valid for 10 years for adults and 5 years for children under 16.
 - Your evidence must be an original or certified, physical copy. A certified copy is any document that has the seal or stamp of the official issuing authority.

- You cannot submit digital evidence of U.S. citizenship such as a mobile or electronic birth certificate.

5. **Recently-taken passport photos:**

- Do not attach or staple your photo to the form. The acceptance agent or passport employee accepting your form will review the photo and staple it.
- Submit a high-resolution photo that is not blurry, grainy, or pixelated.
 - The correct size of a passport photo is:
2 x 2 inches (51 x 51 mm)
 - Head must be between 1 - 1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head.
 - Printed on matte or glossy photo quality paper.
 - Do not digitally retouch or change your photo using computer software, phone apps or filters, or artificial intelligence.
 - Do not submit photocopies or digitally-scanned photos.
 - Do not submit a damaged photo with holes, creases, or smudges.
 - Have someone else take your photo. No selfies.
 - Use a white or off-white background without shadows, texture, or lines.
 - Have a neutral facial expression with both eyes open and mouth closed.
 - Face the camera directly with full face in view.
 - You cannot wear eyeglasses, sunglasses, or tinted glasses.
 - If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
 - Taken in clothing normally worn daily.
 - You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
 - You cannot wear a hat or head covering.
 - If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of traditional religious attire worn continuously in public.
 - If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
 - Your full face must be visible, and your hat or head covering cannot cast shadows or cover up part of your face.
 - You cannot wear headphones or wireless hands-free devices.
 - You can wear jewelry and keep on your facial piercings if they do not hide your face. Permanent tattoos are acceptable for passport purposes as well.

6. **Any pending application locator numbers:** (applicable if you currently have an application in process at any passport agency)

7. **Passport fees:**

- Cash, money order, check, or credit card.
- All fees, including if you are paying for multiple passports (i.e. yourself and your child) should be contained in one money order or check, if you chose to pay by one of those methods.
- Checks must feature all applicants' names and dates of birth in the memo field.

Adult First-time Applicants (Age 16 and older):

Product	Form	Application Fee	Execution (Acceptance) Fee
Passport Book	DS-11	\$130	\$35
Passport Card	DS-11	\$30	\$35
Passport Book & Card	DS-11	\$160	\$35

Adult Renewal Applicants (Age 16 and older):

Document	Form Filler	Application Fee
Passport Book	DS-82	\$130
Passport Card	DS-82	\$30
Passport Book & Card	DS-82	\$160

Child Applicants (Age 15 and younger):

Product	Form	Application Fee	Execution (Acceptance) Fee
Passport Book	DS-11	\$100	\$35
Passport Card	DS-11	\$15	\$35
Passport Book & Card	DS-11	\$115	\$35

Passport cards:

The U.S. passport card is a wallet-sized, plastic passport that has no visa pages. The card is proof of U.S. citizenship and identity and has the same length of validity as the passport book. The card is for U.S. citizens who travel by land and sea from Canada, Mexico, Bermuda, and Caribbean countries. The card is **not valid for international travel by air** and is cheaper than the passport book.

You can apply for both a passport book and passport card at the same time using the same application. Minus fees, you will need all the same documentation to apply for your passport card as your passport book (listed above).

Minors:

If all parents and/or guardians cannot be present at an appointment for a minor child 16 or younger, you may be able to present alternative documentation for the absent individual.

- If you have **sole legal authority**, you must submit evidence. Examples include:
 - Complete court order granting you sole legal custody of the child, such as a divorce decree or other custody order.
 - Complete court order specifically permitting you to apply for your child's passport
 - If the legal guardian of the child is an office or private institution, provide:
 - A certified copy of the court order which says the office or institution is the child's guardian.
 - Written approval from the office or institution that the individual applying for the child can act on behalf of the office or institution. Include a complete [Form DS-3053](#).
 - The employee ID of the individual applying to show they work for the office or institution.
 - Certified copy of the child's birth certificate listing you as the only parent
 - Certified copy of an adoption decree listing you as the only parent
 - Certified copy of the judicial declaration of incompetence of the parent that cannot appear in person.
 - Certified copy of the death certificate of the parent that cannot appear in person
- If one parent or guardian **cannot apply with their child**, you should submit a [DS-3053](#) with the child's passport application. The parent that cannot apply with the child must:
 - Sign and date Form DS-3053 in the presence of a certified notary public, and
 - Submit a photocopy of the front-and-back of the photo ID that they provided to the notary public.
- If you **cannot locate** one of the parents/guardians, you must submit a [DS-5525](#)
 - Please complete the form with as much detail as possible.
 - The agency will ask for additional evidence to accompany this form. Examples include: a custody order, an incarceration order, or a restraining order to protect against international parental child abduction.
 - If the non-applying parent is deployed by the military, that parent should provide a notarized Form DS-3053 in most cases. In the rare case that the non-applying parent cannot be contacted, you must provide either military orders with a DS-5525 showing the non-applying parent cannot be contacted because they are on a special assignment for more than 30 days outside of their duty station OR a signed statement from the non-applying parent's commanding officer that they can't be reached.
- If **neither parent/guardian is able to appear**, a third party may apply for the child's passport with a [DS-3053](#) or a notarized statement from both parents or guardians giving that third party permission to apply for the child.
 - The statement must include a photocopy of the parents or guardians' identification.
 - When the statement is from only one parent or guardian, the third party must present evidence of sole custody of the consenting parent or guardian.

Ineligibility:

Please note that you will be ineligible for a passport if one or more of the below situations applies to you:

- You owe \$2,500 or more in child support.
 - You must pay your child support arrears to the appropriate [state child support enforcement agency](#) before applying for your passport.
- The IRS was certified that you have a seriously delinquent tax debt.
 - Seriously delinquent tax debts are legally enforceable, unpaid federal tax debt (including assessed penalties and interest) totaling more than \$62,000 (adjusted yearly for inflation).
 - You must [work with the IRS](#) to pay off this debt before applying for your passport.
- You have not [paid back your loan for a repatriated flight](#).

For more information or additional questions, please visit www.trave.state.gov.

If you need passport photos prior to your appointment, please see the following options within three miles of Atlantic Station:

- **CVS Photo:** 842 Peachtree Street NE, Atlanta, GA 30308
- **CVS Photo:** 1943 Peachtree Road, Atlanta, GA 30309
- **Walgreens Photo:** 2020 Howell Mill Road NW, Atlanta, GA 30318

If you need an ATM to secure fees prior to your passport appointment, please see the following options located in Atlantic Station:

- **Presto! ATM in Publix Supermarket:** 1380 Atlantic Station NW, Suite 14135, Atlanta, GA 30363
- **Chase Bank ATM:** 361 17th Street NW, Atlanta, GA 30363
- **Wells Fargo Bank ATM:** 171 17th Street NW, Atlanta, GA 30363
- **Truist Bank ATM:** 520 17th Street NW, Atlanta, GA 30318