

## How to apply in person for a “First Time Passport Application”, (DS-11)

**Step 1:** You must apply in person for a [“First Time Passport Application” \(DS-11\)](#) if:

- You have never been issued a U.S. passport; or
- You were under age 16 when your previous passport was issued; or
- Your most recent U.S. passport was issued more than 15 years ago; or
- Your most recent U.S. passport was lost or stolen; or
- Your name has changed since your previous U.S. passport was issued and you are unable to legally document your name change.

**Step 2:** You will submit the following documents to the NOAA Travel Office (NTO) for processing:

- [Checklist](#)
- [DS-11](#) completed on-line and printed on one-sided sheets of paper and **cannot be signed** until you appear in person in front of a certified passport agent. Note: There is no charge for official passports, but there may be a processing fee charged by the passport agent. **When completing the on-line application, please select passport book as the type of passport you are applying for and when asked for payment just select next and continue, you do not have to pay when completing the on-line application.**
- [Passport Letter](#)
- [Certified Birth Certificate](#) (raised seal)
- [Photos](#) (2 - 2”x2” photos with plain white background)
- [Foreign Travel Briefing](#)
- [\\*Travel Authorization](#)
- Emergency Letter (if passport is required in less than 4 weeks lead time)

**Step 3:** Upon receiving the documentation mentioned in Step 2, the NTO will send you a “complete application package” back which will include:

- the DS-11,
- birth certificate,
- photos, and
- an original and photocopy of a “Letter of Authorization”

**Step 4:** You will take the “complete application package” with you when you apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will be appointed a certified passport agent who will require you to provide a photo ID along with the “complete application package”. The passport agent will swear you in once they have verified the information provided.

**Step 5:** Once you are sworn in, all of the above mentioned paperwork will be express mailed to the Department of State (DOS) in Washington, D.C. for processing. It will take approximately 6

weeks to process the passport. Once the passport is processed, the DOS will return the passport back to the NTO.

**Step 6:** The NTO will send the new official passport to you to be signed. The passport will need to be returned back to the NTO once it is signed. The NTO will proceed in obtaining all necessary visas. The official passport with necessary visas will be returned to you once all visas are obtained and we have a signed travel authorization, along with an up-to-date Defensive Travel Briefing on file. When the trip is completed, the official passport must be returned to the NTO for safekeeping unless your office has approval to retain official passports.

\*If we are obtaining an official passport without a real trip planned, you will submit everything outlined in Step 2 with exception of the travel authorization. Once the official passport is received, it is kept at the NTO until a future trip is planned.