

U.S. Consulate General Hermosillo

American Citizen Services Office

Avenida Monterrey 141 Poniente
(011-52) 662-289-3500, ext. 3595/3522/3417
Fax (011-52) 662-217-2571
E-mail hermoACS@state.gov



US PASSPORT (BOOK AND CARD)

General Requirements

In certain cases, documents in addition to those listed herein may be required.

First Timers:

- Application Form DS-11 (filled/printed – not signed);
<http://www.state.gov/documents/organization/79955.pdf>
- Birth Certificate: Certified copy of the applicant issued by vital statistics bearing signature and seal of the issuing authority, **abstracts are not accepted**;
- Certificate of Naturalization or Citizenship;
- Mexican birth certificate (only in case that the applicant's birth was also registered in Mexico);
- Valid identification: (passport, driver's license, state issued I.D. card, IFE voter ID, etc.);
- Birth related documents (hospital birth certificate, crib card, hospital statement of account, etc.);
- Social Security Number;
- School certificates (kindergarten, primary, secondary, etc. to prove your identity over the years);
- 2 identical photographs, 2"X2" (5cmX5cm), in color, front view, light background;
- For children under 16 both parents and the child's presence is required. If one parent is absent then the appearing parent must present a notarized consent from the absent parent "DS-3053". <http://www.state.gov/documents/organization/80106.pdf> ;
- Parents' identification cards with photo and signature (passport, driver license, etc.).

Renewals:

- Application Form DS-82 or DS-11 (filled and printed);
- (DS-82) For adults whose passport was issued after age 16 within the last 15 years:
<http://www.state.gov/documents/organization/79960.pdf>
- (DS-11) For minors and other applicants:
<http://www.state.gov/documents/organization/79955.pdf>
- Original U.S. Passport;
- Certificate of Naturalization or Citizenship;
- FOR MINORS: Original U.S. Birth Certificate or Consular Report of Birth Abroad. If it is a birth certificate, you must have the "long form" birth certificate, **abstracts are not accepted**;
- Current photo ID with photo and signature (Driver License, Mexican Passport, School ID, FM2/3 document);
- 2 identical photographs, 2"X2" (5cmX5cm), in color, front view, light background;
- For children under 16 both parents and the child's presence is required. If one parent is absent then the appearing parent must present a notarized consent from the absent parent "DS-3053". <http://www.state.gov/documents/organization/80106.pdf> ;
- FOR MINORS: Parents' identification cards with photo and signature (passport, driver license, etc.);
- If your passport was **lost/stolen**, bring the following statement
<http://www.state.gov/documents/organization/79958.pdf>
If your passport was stolen please provide a copy of the police report.

Fees:

Passport Book

- For a minor (15 years and under): \$85 USD.
- For an adult receiving a 10-year passport for the first time: \$100 USD.
- For an adult renewing from a previous 10-year passport: \$75 USD.

Passport Card

- For a minor first time (15 years and under): \$35 USD.
- For an adult first time: \$45 USD.
- For adults with valid passport book: \$20 USD.
- For minors with valid passport book: \$10 USD.
- If you apply for both documents at the same time: Adults \$120 USD, Minors \$95 USD.

Appointments:

- Please apply for an appointment at: <https://evisaforms.state.gov/acs/default.asp?postcode=HER&appcode=1>

Waiting time for an appointment:

- Depending on our workflow it may take from 2 to 7 work days.

Delivery time for passports:

- You may pick up your document at the ACS Citizenship and Passport office after 10 work days between 14:00 pm and 16:00 pm.
- After 30 days passports will be returned to the Department of State for destruction.