

How to apply for a Passport

- **Fill out your form**
Download a form from online at travel.state.gov or pick one up from a Passport Acceptance Facility near you.
- **Collect supporting documents**
You will need:
 - Citizenship evidence
 - Identification
 - Proof of relationship for children under the age of 16
- **Get your photos**
You will need one 2" by 2" colored photo
- **Calculate your fees**
Passport fees depend on various factors. See an acceptance agent to find out more about your fees and methods of payment.
- **Submit your application!**

Our Products



What is a Passport?

The U.S. Department of State offers several travel documents. One of these documents is a passport.

A passport is an internationally recognized travel document that verifies your identity and nationality. A valid U.S. passport is required to enter and leave most foreign countries, as well as to return to the United States.

Some countries require that your passport be valid at least six months beyond the dates of your trip.

Moreover, some airlines will not allow you to board if this requirement is not met.

For more information, please check with a representative for the country or countries in which you are traveling.

What is a Passport Card?

Another travel document issued by the Department of State is the passport card. A passport card is a wallet-size travel document that can be used to re-enter the United States at land-border crossings or ports-of-entry by sea from Canada, Mexico, the Caribbean and Bermuda.

The card provides a smaller, more convenient, and less expensive alternative to the passport book for those who travel frequently to these destinations by land or sea.

The passport card has the same validity period as the passport book: 10 years for an adult (age 16 and older), and five years for children under the age of 16. Adults who have a passport book may apply for the card at a reduced price. For additional information about passport cards and how to apply, see an acceptance agent.

Hours of Operation

(St. Thomas) Monday - Friday	9:00am -3:00pm
(St. John) Thursdays	9:00am -2:00pm
(St. Croix) Monday - Friday	8:00am - 4:00pm
Saturday	Closed
Sunday	Closed

Come See Us!