

All applicants must complete the **DS-11** or **DS-82**.

Do not sign any forms until instructed to do so.

Use the **DS-11** if:

- you are applying for your 1st passport, OR
- your recent passport was lost or stolen, OR
- The applicant is under 16 years old.

Adults renewing a passport can use form **DS-82**.

If your prior passport was lost or stolen you will also need to complete **DS-64** and bring an original copy of a local police report (translated into English if it is in another language)

Passport Checklist

PASSPORT APPLICATION FORMS

First Time Adult Passport: \$165 or the equivalent in Ethiopian Birr.

Adult Renewal: \$130 or the equivalent in Ethiopian Birr.

Children under 16: \$135 or the equivalent in Ethiopian Birr.

U.S.

Embassy Addis Ababa

Passport photo must be 2 x 2 inches (5 x 5 cm), in color, and meet the following requirements:

- The head must be between 1 1/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head.
- The photo must have been taken in the last 6 months on matte or glossy photo quality paper with a white or off-white background
- The head must face the camera directly with a neutral facial expression or a natural smile, with both eyes open
- You must be wearing clothing normally worn on a daily basis **without eyeglasses, hats, head coverings**

INTERVIEW FEES

- Child's U.S. birth certificate or Consular Report of Birth Abroad.
- Original and one copy of each parent's passport and another ID, translated into English if necessary.
- **The child and both parents must appear for the interview.** If one of the parents cannot be physically present for the interview, then the absent parent must also complete form **DS-3053 or an equivalent Power of Attorney** giving consent to the other parent to process the passport application by him or herself.
- The **DS-3053 or Power of Attorney** must be notarized and you must bring the original to the interview.

WE CANNOT ACCEPT STATEMENTS OF CONSENT THAT HAVE BEEN FAXED, SCANNED, E-MAILED OR OTHERWISE COPIED.

REQUIREMENTS FOR CHILDREN UNDER 16



1 PASSPORT PHOTO

YOUR EXPIRED PASSPORT

If you are renewing a passport, bring your expired passport and copy of its front page.

Once you have completed the application and gather all of the required documents, schedule an appointment online at

<https://evisaforms.state.gov/Instructions/ACSSchedulingSystem.asp> . You may cancel or change your scheduled appointment in advance if necessary by accessing the scheduling calendar.