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# Quick Tips To Getting A Replacement US Passport

People often find themselves having to replace passports that are either lost, stolen or damaged. When travel is scheduled in the near future, many worry that their replacement passport will not come in time. However, applying for passports is easy and, if needed, certain steps may be taken to expedite the document. Applicants must simply bring the appropriate forms, identification and a current photograph to their nearest passport agency and prepare to pay the required fee.

#### Form DS-11

People seeking replacement passports should fill out Form DS-11. Form DS-11 may be found on the State Department website or picked up at an agency. Applicants should be sure to leave the form unsigned and only sign it in the presence of an acceptance agent.

#### US Citizenship

Appropriate identification is mandatory. US citizens may prove their citizenship by providing a driver's license, a government or military ID or their naturalization certificate. In some cases, agencies may accept secondary forms of ID including social security cards, employee ID cards or letters from identifying witnesses.

#### Photocopied ID

Applicants must also photocopy identification on plain 8 1/2 by 11 paper. The State Department requires images of both the front and the back of the identification and requests that images only be copied onto one side of the paper. Applicants may increase the size of the image but may not decrease it and should keep the paper free of other images or markings.

#### Personal Photograph

Passport agencies will require a photograph. The photograph should depict the applicant in everyday clothing and should match the applicant's current appearance. The photo itself must measure 2 inches by 2 inches with the head sized between 1 and 1 3/8 inches. Also, the image should be printed on quality photo paper, in color and should depict a full-face view utilizing a neutral expression. In addition, all photos must be taken against an off-white or white background.

#### Expedited Services

Expedited passports are available for those traveling within two weeks. Applicants should telephone their closest regional passport office and use the automated system to make an appointment. The automated system will provide a confirmation number, date and time and address for the office. Applicants should bring the DS-11, identification, photograph and their e-ticket or travel itinerary and should be prepared to pay both the regular and the rush fees to obtain expedited documents.

A private expeditor may help applicants to quickly obtain replacement passports. Before committing to an expediting service, applicants should check online to find out if other customers have left positive or negative comments about their experience. Also, applicants should check to see that the expeditor has a working telephone number to prove that the company truly exists and is not a scam. The expeditor should carefully explain the process, as well as all associated fees, to the applicant.

Lost, stolen or damaged passports are a hassle but not impossible to handle. To ensure a smooth and orderly [replacement passport](#) process, applicants should go to the agency with documentation, including ID, copies of their ID and photographs. To obtain an expedited passport, applicants should contact their regional office or a passport expeditor and should prepare to pay an additional fee for the service. You can also do this with a [US passport for minors](#).

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