

**CONS**



*United States Embassy Panama*

CONSULAR SECTION

CONSULAR INFORMATION SHEETS

**E-MAIL: Panama-ACS@state.gov**

**Location: Building 783, CLAYTON, PANAMA.**

**Hours of Operation:**

**Monday, Tuesday, and Thursday** from 08:00 a.m. to 12:00p.m.  
and 1:30 p.m. to 3:30 p.m.

**Wednesday** from 8:00 a.m. – 12:00 noon

**Friday** from 8:00 a.m. – 10:00 a.m.

**The ACS unit is closed for Panama and United States Holidays**

**Telephone number: 207-7000**

## **How to apply in person for an adult first time U.S. Passport**

### ***You Should Apply IN PERSON if....***

- You are applying for a U.S. passport for the first time.
- Your previous U.S. passport was lost, stolen, or damaged.
- Your previous U.S. passport has expired & was issued more than 15 years ago.
- Your previous passport has expired and it was issued when you were under 16.
- Your name is changed since your passport was issued and you do not have a legal document formally changing your name.

### ***To Apply in Person for a U.S. Passport You MUST:***

#### **1. Provide Application for Passport, Form DS-11:**

[www.travel.state.gov](http://www.travel.state.gov).

**NOTE:** Please do **NOT** sign the DS-11 application form until the Consular Official instructs you to do so.

## **2. Present Proof of U.S. Citizenship**

**You may prove U.S. citizenship with any *one* of the following:**

- Previous U.S. Passport
- Certified [birth certificate](#) issued by the city, county or state

**NOTE:** A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth

- [Consular Report of Birth Abroad or Certification of Birth](#)
- Naturalization Certificate
- Certificate of Citizenship

***A Delayed Birth Certificate filed more than one year after your birth may be acceptable if it:***

- Listed the documentation used to create it **and**
- Signed by the attending physician or midwife, or, lists an affidavit signed by the parents, or shows early public records.

**If you do NOT have a previous U.S. passport or a certified birth certificate, you will need:**

**1. Letter of No Record**

Issued by the State with your name, date of birth, which years were searched for a birth record and that there is no birth certificate on file for you.

**2. AND as many of the following as possible:**

- baptismal certificate
- hospital birth certificate
- census record
- early school record
- family bible record
- doctor's record of post-natal care

## NOTES:

- These documents **must** be early public records showing the date and place of birth, preferably created within the first five years of your life.
  
- *You may also submit an Affidavit of Birth, form DSP-10A, from an older blood relative, i.e., a parent, aunt, uncle, sibling, who has personal knowledge of your birth. It must be notarized or have the seal and signature of the acceptance agent.*

### **If you were born abroad AND do not have a Consular Report of Birth Abroad or Certificate of Birth on file, you will need:**

1. If you claim citizenship through birth abroad to one U.S. citizen parent:

- Foreign birth certificate,
- Proof of citizenship of your U.S. citizen parent, AND
- An affidavit of your U.S. citizen parent showing all periods and places of residence or physical presence in the United States and abroad before your birth.

2. If you claim citizenship through birth abroad to two U.S. citizen parents:

- Your foreign birth certificate,
- Parent's marriage certificate, AND
- Proof of citizenship of your U.S. parents and an affidavit of your U.S. citizen parents showing all periods and places of residence or physical presence in the United States and abroad before your birth.

### **NOTE: *The following are NOT proof of citizenship***

- Voter registration cards
- Army discharge papers

**NOTE:** If you travel extensively, you may request a larger 52-page passport at no additional cost. To do so, please attach a signed request for a 52-page passport to your application.

### **3. Present Proof of Identity**

**You may prove your identity with any one of these, if you are recognizable:**

- Previous U.S. passport
- Naturalization Certificate
- Certificate of Citizenship
- Current, valid -
  - Driver's license
  - Government ID: city, state or federal
  - Military ID: military and dependents

**NOTE:** *Your Social Security Card does **NOT** prove your identity.*

**If none of these are available, you will need:**

1. **Some signature documents, not acceptable alone as ID**

(ex: a combination of documents, such as your Social Security card, credit card, bank card, library card, etc.)

**AND**

2. **A person who can vouch for you. He/she must**
  - Have known you for at least 2 years,
  - Be a U.S. citizen or permanent resident,
  - Have valid ID, and
  - Fill out a Form DSP-71 in the presence of the passport agent.

### **4. Provide Two Passport Photos**

**Your photographs must be:**

- 2x2 inches in size
- Identical
- Taken within the past 6 months, showing current appearance
- Color *or* black and white
- Full face, front view with a plain white or off-white background

- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
  - Uniforms should not be worn in photographs except religious attire that is worn daily.
  - Do *not* wear a hat or headgear that obscures the hair or hairline.
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

Information on acceptable digitized photos: [www.travel.state.gov](http://www.travel.state.gov)

**NOTE:** *Vending machine photos are not generally acceptable.*

## **5. Pay the Applicable Fee**

Please access [www.travel.state.gov](http://www.travel.state.gov) for passport fees

### **PNM/CONS/ACS/First Time Applicant Info Sheet- 05-09**

Your new passport will take between **fifteen and twenty** days to be ready, from the date your application is completed and approved.

**Please pick up your new passport at the Consular Section, at the Cashier's Window, Monday to Friday (we are closed the last Thursday of each month) between 08:00 a.m. and 12:00 noon, and 1:30 p.m. to 3:30 p.m. Or, you may send another person to pick-up the new passport with your signed consent, your old passport, and a copy of your Id. YOU WILL RECEIVE AN E-MAIL INDICATING THAT YOUR PASSPORT IS READY TO PICK UP. PLEASE DO NOT COME TO THE CONSULAR SECTION TO CLAIM YOUR PASSPORT BEFORE THE DAYS ALLOWED.** If you need to contact us regarding your new passport, please send an e-mail to [Panama-ACS@state.gov](mailto:Panama-ACS@state.gov) .

Bring your previous passport *and* the cashier's receipt to pick up the new passport. First time applicants and replacements of lost/stolen/damaged passports only need to show the cashier's receipt.