



# Passport Processing at Acceptance Facilities

1

Customer comes to your acceptance facility with their application form (DS-11) and supporting documentation in hand.

2

You review the application for completion and stamp the application, making it a legally-binding document.

3

You send completed applications to our central pre-processing facility and then the applications travel to a regional passport agency for review. You're done!

4

A passport specialist at the passport agency reviews the application and determines the customer's eligibility for a U.S. passport. If there is a problem, the passport agency will ask the customer for more information. If there is no problem, the application continues on.

5

The passport is printed at one of our two printing centers.

6

The customer receives their passport in the mail.

7

*Bon Voyage!*

