



# Ordinary Renewal of U.S. Passport for Adults

## Required documents and information

- **Original U.S. passport** of the applicant
- Original/Certified copy of long form of **U.S. birth certificate, U.S. Consular Report of Birth Abroad or U.S. naturalization certificate** of the applicant
- **U.S. social security card** of the applicant, if available or its number.  
If the applicant has never applied for a social security number card, it is mandatory to complete the relevant application form, together with the passport application and additional documents have to be presented.  
[www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS\\_08-2011\\_FI-public.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/US-Forms/SS-5-FS_08-2011_FI-public.pdf)
- Original **Iranian birth** certificate (shenasnameh) of the applicant, together with its official English translation, certified by the Iranian Ministry of Foreign Affairs
- **Two identical passport pictures**, 5 x 5 cm, front view, full face, white background, printed on non-glossy paper, no airbrush and without eye glasses . please do not staple or glue the photo to your application  
[www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements\\_en.pdf](http://www.eda.admin.ch/dam/countries/countries-content/iran/en/us-leaflets/US-Passport-PhotoRequirements_en.pdf)
- **Valid Iranian passport**; if, for important reasons, a valid Iranian passport is not available, please contact this office beforehand by phone.
- *If the applicant is a young adult over the age of 16 years but under 18:* The applicant **must be accompanied by at least one parent** and the accompanying parent must present his/her valid U.S., Iranian or foreign passport.
- *If the applicant is a young adult between 16 and 18:* in case the **parents have been divorced**, the original divorce decree is required to show which parent has been granted custody (if the divorce has taken place in Iran, apart from the divorce decree, its official English translation, certified by the Iranian Ministry of Foreign Affairs, is also required).
- All **personal information** of the applicant as required by passport application form DS-11 has to be completed (preferably by computer) **before** showing up for your appointment. Please **do not sign** the form. Applicants who have not completed their forms will be asked to reschedule.  
[www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11\\_06-2016\\_FI-public.pdf](http://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-11_06-2016_FI-public.pdf)
- *If applicable*, proper original or certified **documentation to reflect name change** (e.g. marriage certificate, court order)

- **Passport fee “ordinary application”** payable only with bankcard in Iranian Rial (please refer to the list of consular fees). Keep in mind that the fees once paid are **non-refundable**. Fees are collected and retained by law even if a passport is not issued.
- Applicants can submit the mentioned documents by **appointment** only. Appointments can be scheduled exclusively by phone. No-shows or late arrivals will be asked to reschedule.

#### **PLEASE NOTE**

- **A U.S. Consular Officer at any U.S. Embassy/Consulate can request whatever documents he/she finds necessary in connection with U.S. citizenship documentation. Therefore, you might be asked to present additional documents for adjudication of your case.**
- **Only complete applications can be accepted and further processed without any exceptions. Incomplete files will be refused and you would be required to make a new appointment to present your updated application.**