



Ordinary Renewal of U.S. Passport Required documents and information

- **Original U.S. passport** of the applicant
- *If the applicant is a child **under the age of 16 years** and the parents are also U.S. citizens:* their **U.S. passports** are required.
- 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 never applied for a social security number, the relevant application has to be made mandatorily together with the passport application and additional documents have to be presented.
(https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-SocialSecurityCard-FirstTimeApplication_en.pdf)
- Original **Iranian birth** certificate (shenasnameh) of the applicant, together with its official English translation, certified by the Iranian Ministry of Foreign Affairs
- *If the applicant is a child **under the age of 16 years**:* Original **Iranian birth certificates (shenasnameh) of both parents**, together with their official English translations, 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
(https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Passport-PhotoRequirements_en.pdf).
- The applicant is required to present some **chronological family photos**, showing him/her since the issuance date of his/her present U.S. passport.
- **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 child **under the age of 16 years**:* **Valid Iranian passports** of both parents. If, for important reasons, a valid Iranian passport is not available, please contact this office beforehand by phone.
- *If the applicant is a child **under the age 16 years**:* **Presence of both parents and the minor child** at the time of application is mandatory. In case one parent is absent at the time of application, he/she should complete form DS-3053 "Statement of Consent: Issuance of a Passport to a Minor Under Age 16" and have it notarized.
(https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-Forms/DS-3053_08-2016_FI-public.pdf)
- *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 valid U.S., Iranian or foreign passport.

- *If the applicant is a child **under the age of 16 years** or a young adult **between 16 and 18**: If 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 the passport application form DS-11 (https://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”** cash in Iranian Rials (https://www.eda.admin.ch/content/dam/countries/countries-content/iran/en/US-fees-consular-services_en.pdf)
- Applicants can submit the mentioned documents by **appointment** only. Appointments can be scheduled by phone exclusively.

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.**