

U.S. Passport Processing Assistance

International travel is back and in higher demand than ever before. Our office is seeing a major influx of passport processing requests due to the significant backlog of applications and renewals after the end of the COVID pandemic. Whether you're traveling abroad for the first time or are a frequent international flier, we're happy to help.

If you're just looking to check the status of a pending passport application, please note you are able to check it for yourself [online here](#).

Have you already applied for a passport?

→ YES

Congratulations, you've already completed the hardest part and the State Department is currently processing your request. If you need further assistance, please note the instructions below for adults and minors are different.

Adult Passport (age 17+)

The intended recipient of the passport must submit an online release form allowing our office to provide support. The form can be found at casework.civicapp.us.

Please select the agency "Dept. of State" and enter the following information into the "Briefly explain your problem" field:

1. Full name
2. Passport Application Number
3. Date the application was submitted
4. Date of Travel
5. Travel Destination

Please upload proof of the flight, bus, or train booking in the "supporting documents" field.

Our office will review your request and let you know if we are able to provide support!

Minor Passport (16 or younger)

The parent or guardian of the passport recipient must submit an online release form allowing our office to provide support. The form can be found at casework.civcapp.us.

Please select the agency "Dept. of State" and enter your own name and date of birth at the top of the form. Then please enter the following information into the "Briefly explain your problem" field:

1. Full name of the child
2. Date of birth of the child
3. Social Security Number of the child
4. Passport Application Number
5. Date the application was submitted
6. Date of Travel
7. Travel Destination

Please upload proof of the flight, bus, or train booking in the "supporting documents" field.

Our office will review your request and let you know if we are able to provide support!

Have you already applied for a passport?

→ **NO**

The first step to getting a U.S. passport is completing the appropriate application form.

Apply for a Passport

- New U.S. Passport Application Form ([Form DS-11](#))
- Existing U.S. Passport Renewal Form ([Form DS-82 when eligible](#))
- Learn where you can [submit your passport application](#)
- Learn about passport [application and renewal fees](#)

Please note, some countries require a passport to be issued and not due to expire as early as six months before the date of the trip. We encourage you to familiarize yourself with [your destination's requirements](#) ahead of time so it doesn't come as a surprise at the airport.

For Further Assistance

Our office has an extremely limited capacity for passport processing appointments. These are reserved for life-or-death situations, and even then we cannot guarantee availability.

If you have not yet applied for a passport but are within 14 days of your international trip, contact the State Department directly for an expedited appointment at **877-487-2778**.

If you have not yet applied for a passport but are facing a life-or-death situation **within four days of travel**, please follow the request process in the *"Have you already applied for a passport? → YES"* section above. When doing so, please include a brief description of the circumstances in the issue field below the required identifying information.

If you have already applied for a passport, it is easier and faster to follow up on an existing application than to get a new passport appointment with our office or the State Department.

Please don't hesitate to contact our office if you have any further questions about the process or what type of support we are able to provide. Safe travels!