



New Passport Checklist

All applicants must be present, regardless of age.

Your completed application (Filled out in black ink)

- Form DS-11: Application for a U.S. Passport
- Do not** sign application until instructed to do so during the application process

Proof of U.S. Citizenship (One of the following – original or certified copy)

- Birth Certificate issued by the city, county, or state
- Previously issued, undamaged U.S. Passport*
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate* or Certificate of Citizenship*

***Also requires submission of certified Birth Certificate if applicant is age 15 or younger**

Primary identification (One of the following – must readily identify the applicant)

- Valid Driver's License; if out-of-state, may need additional ID
- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Current Military ID (military or dependents) or Government ID (city, state or federal)
- Applicants age 16 & 17:** Parent/legal guardian may present Primary ID if minor applicant does not have one

Appearing parent/legal guardian (For applicants age 15 and younger)

- Applicants age 15 and younger need both parents/legal guardian(s) present to apply
- If only one parent/legal guardian can appear, form DS-3053 must be submitted with application
- If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted
- Applicants age 16 & 17:** It is recommended that at least one parent appear in person with the applicant to show parental awareness

One passport photo

- One official color photograph taken within the past 6 months
- Photograph should be 2" x 2", full-face, front view, with a plain white or off-white background
- Walmart, CVS, Walgreens take passport photos. Photos are available at the Library Center or Library Station for \$15 (cash, check, money order, debit or credit card)**

Payment for Applicable Fees: Two fees are payable at the time of application

- Check or money order made payable to the U.S. Dept. of State **AND**
- Check, money order, debit or credit card made payable to "SGCL" (for execution fee of \$35)

For further details, printable forms and current passport fees go to www.travel.state.gov.