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.