

Passport Checklist

For additional information, visit www.travel.state.gov

- DS-11 Form **completed** in black ink, no white out or cross-outs. **Do not sign.**
- Proof of citizenship:
 - US Citizens- **original** or **certified copy** of birth certificate (with both parents' names listed)
 - Naturalized US Citizens- **original** naturalization certificate or certificate of citizenship
 - Applicants under age 18 naturalizing through a parent- **original** or **certified copy** of foreign birth certificates with a **certified** English translation of the foreign birth certificate, a permanent resident card and one parent's **original** naturalization certificate
- Identification:
 - Applicants 18 years or older- **Valid** government issued photo ID
 - Applicants 16 to 17 years old- **Valid** government issued photo ID (One parent **MUST** be present or proof of implied consent provided via payment and/or emergency contact info)
- Applicants under 16 years old- **Valid** government issued photo ID of **each** parent listed on child's birth certificate (**BOTH** parents **MUST** be present or a certified copy of a court document or the **DS-3053 form** (with copy of absent parents ID) must be presented that states the reason for one parents' absence)
- Supporting Documentation:
 - Custody
 - Guardianship
 - Proof of change in name (certified copy of marriage license/divorce decree, etc.)
- Copies: (Copies can be made at the Clerk's Office; 15¢ per page)
 - Copy of **front** and **back** of photo ID on 8 ½ x 11 sheet of paper
 - Copy of **front** and **back** of citizenship document on 8 ½ x 11 sheet of paper
- One 2 x 2 passport photo (must meet US Department of State requirements) Photos can be purchased at the Clerk's Office for \$16.05 per applicant
- Two **separate** payments:
 - US Department of State passport fee- check, cashier check, or money order
 - Clerk of Court processing fee- may be paid by check, money order, cash or debit/credit card (processing fee applies)