PASSPORT CHECKLIST

ADULT

☐ APPLICATION: Your unsigned application (DS-11) completed in black ink only.
   Social Security Number is required on all applications.

☐ PROOF OF U.S. CITIZENSHIP:
   (one of the following)
   - Certified birth certificate
   - Consular Report of Birth Abroad
   - Naturalization Certificate
   - Previously issued, undamaged U.S. Passport
   *Abstract and hospital birth certificates are not acceptable

☐ PASSPORT PHOTO - available for $12

☐ PRIMARY IDENTIFICATION:
   (one of the following)
   - Valid Driver’s License
   - Current Passport
   - Current Military ID (active duty or dependent)
   *Must also provide a front and back photocopy of your Primary Identification

MINOR

☐ APPLICATION: Your unsigned application (DS-11) completed in black ink only.
   Social Security Number is required on all applications.

☐ PROOF OF U.S. CITIZENSHIP:
   (one of the following)
   - Certified birth certificate
   - Consular Report of Birth Abroad
   - Naturalization Certificate
   - Previously issued, undamaged U.S. Passport
   *Abstract and hospital birth certificates are not acceptable

☐ PARENTAL RELATIONSHIP:
   Certified birth certificate

☐ PASSPORT PHOTO - available for $12

☐ PRIMARY IDENTIFICATION FOR PARENTS:
   (one of the following)
   - Valid Driver’s License
   - Current Passport
   - Current Military ID (active duty or dependent)
   *Must also provide a front and back photocopy of your Primary Identification

☐ APPEARING PARENT/GUARDIAN:
   If both parents cannot appear in person - The non-appearing parent may complete and notarize form DS-3053 or submit a notarized letter authorizing the other parent to apply for the child’s passport. All letters & DS-3053 forms must be filled out in black ink and must include a legible photocopy of the front and back of the non-applying parent’s valid driver’s license or government issued ID.

FOR CURRENT PROCESSING TIMES
CHECK HERE www.travel.state.gov

PASSPORT FEES
Must be check or money order only, payable to the U.S. Department of State.

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<tr>
<td>ADULT PASSPORT BOOK</td>
<td>$110.00</td>
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ROUTINE SERVICE IS 4-6 WEEKS
EXPEDITE SERVICE IS 2-3 WEEKS AND COSTS AN ADDITIONAL $60.00 PER APPLICANTS
Acceptance agency fees are paid separately and can be paid using exact change cash, check, credit or debit.
Please check our website for our fees.