Passport Checklist

☐ DS-11 Form completed in black ink, no white out and not signed

☐ Proof of citizenship:
  o US Citizens- original or certified copy of birth certificate (long form with both parents’ names listed)
  o Naturalized US Citizens- original naturalization certificate or certificate of citizenship
  o 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:
  o Applicants 18 years or older- Valid government issued photo identification
  o Applicants 16 to 17 years old- Valid government issued photo identification of one parent and of applicant (one parent MUST be present)
  o Applicants under 16 years old- Valid government issued photo identification of each parent listed on child’s birth certificate (BOTH parents MUST be present or a certified copy of a court document must be presented that states the reason for one parents’ absence)

☐ Copies:
  o Copy of front and back of photo identification on 8 ½ x 11 sheet of paper
  o Copy of front and back of citizenship document on 8 ½ x 11 sheet of paper

☐ One 2x2 passport photo (must meet US Dept. of State requirements)

☐ Two separate payments:
  o US Department of State passport fee- check or money order ONLY
  o Clerk of Court processing fee- may be paid by check, money order, cash or debit/credit card