

# Passport Checklist

- DS-11 Form **completed** in black ink, no white out and **not signed**
- Proof of citizenship:
  - US Citizens- **original** or **certified copy** of birth certificate (long form 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 identification
  - Applicants 16 to 17 years old- **Valid** government issued photo identification of **one** parent and of applicant (one parent **MUST** be present)
  - 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:
  - Copy of **front** and **back** of photo identification 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 2x2 passport photo (must meet US Dept. of State requirements)
- Two **separate** payments:
  - US Department of State passport fee- check or money order **ONLY**
  - Clerk of Court processing fee- may be paid by check, money order, cash or debit/credit card