

Passport Appointment Checklist

Quick Reference – Bring ALL Required Items

Application

- Completed **Form DS-11**
- DO NOT SIGN** until instructed
- Form available at U.S. Department of State (travel.state.gov)

Proof of U.S. Citizenship (Original + Copy)

- Certified U.S. birth certificate
- OR Valid/expired U.S. passport
- OR Certificate of Naturalization/Citizenship
- OR Consular Report of Birth Abroad

Photocopy Included:

- Black & white copy
- 8.5" x 11" paper
- Front & back (if applicable)

Valid Photo ID (Original + Copy)

- Driver's license
- OR State-issued ID
- OR Military/Government ID

- Photocopy included (front & back)

Passport Photo

- Bring 1 photo **OR** take photo onsite

If bringing your own:

- 2" x 2" size
- Taken within last 6 months
- White/off-white background
- No glasses
- Neutral expression

Payment (Two Separate Payments Required)

U.S. Department of State Fee:

- Check or money order only
- Payable to: **U.S. Department of State**
- Exact amount included

Acceptance/Facility Fee:

- Separate payment prepared
- Other payment methods accepted

For Minors (Under 16)

- Child present
- Both parents/guardians present

If one parent absent:

- Form DS-3053 (notarized)
- Copy of absent parent's ID

If sole custody:

- Court documentation provided

Additional Items (If Applicable)

Name Change:

- Marriage certificate
- OR Divorce decree
- OR Court order

Previous Passport:

- Submitted with application

No Driver's License:

- Secondary ID(s)
- Additional documentation (call ahead)

Final Reminder

- I have ALL required documents
- I have copies of all required documents
- I have BOTH payments prepared

Missing items will result in rescheduling your appointment.