

# PASSPORT CHECKLIST

**WE DO NOT PROCESS PASSPORT APPLICATIONS AFTER 4:00PM**

These are the Items that will be needed before your application process can be completed.

1. **Application** - completed in black ink and not signed
  
2. **Citizenship Evidence** - Must be certified with a raised seal. Hospital certificate will not work. Long form is preferred, application may be delayed if the short form is submitted  
(Other criteria may also apply)
  
3. **Photo I.D.**
  - Valid Driver's License
  - Previous Passport or Card, etc.
  
4. **Passport Photo** - must comply with passport services requirements
  
4. **Check or Money Order** - each individual Passport application must have its own check or money order made payable to the Department of State

**IF WE ARE UNABLE TO COMPLETE THE APPLICATION PROCESS IN ONE VISIT YOU WILL BE REQUIRED START OVER**

# P A S S P O R T S<sup>1</sup>

## WE DO NOT PROCESS PASSPORT APPLICATIONS AFTER 4:00PM

\*Fill out Passport Application Form (May be filled out on line at [travel.state.gov](http://travel.state.gov))

**\*\*DO NOT SIGN APPLICATION UNTIL REQUESTED\*\***

\*Proof of U.S. Citizenship (Certified copy of Birth Certificate with Raised Seal)

Certificate **must** be issued by the State of Birth; it may **not** be issued by a hospital  
(Long Form preferred)

\*Proof of Identity (Drivers License)

\*One recent color Photograph (2X2) (CVS Pharmacy or WALMART)

<b>16yrs of age &amp; over</b>	Passport Book Only	Passport Card Only	Passport Book & Card	
Each Application <b>MUST</b> have its own check or money order	\$130.00	\$30.00	\$160.00	This amount <b>MUST</b> be a check or money order made payable to: <b>The Department of State</b>
	\$35.00	\$35.00	\$35.00	This amount may be cash, check or money order to: <b>The District Clerk</b>
<b>TOTAL</b>	<b>\$165.00</b>	<b>\$65.00</b>	<b>\$195.00</b>	These Amounts may <b>NOT</b> be combined in one check

<b>15yrs of age &amp; under</b>	Passport Book Only	Passport Card Only	Passport Book & Card	
Each Application <b>MUST</b> have its own check or money order	\$100.00	\$15.00	\$115.00	This amount <b>MUST</b> be a check or money order made payable to: <b>The Department of State</b>
	\$35.00	\$35.00	\$35.00	This amount may be cash, check or money order to: <b>The District Clerk</b>
<b>TOTAL</b>	<b>\$135.00</b>	<b>\$50.00</b>	<b>\$150.00</b>	These Amounts may <b>NOT</b> be combined in one check

\*To **EXPEDITE** and receive in two to three weeks add **\$60.00 per Application**

\*Children Age **15 years of age & under** (**Both** Parents & the Child **must** appear)

**[travel.state.gov](http://travel.state.gov)**

<sup>1</sup> See Application or website for complete instructions.