

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 S¹

WE DO NOT PROCESS PASSPORT APPLICATIONS AFTER 4:00PM

*Fill out Passport Application Form (May be filled out on line at 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**)

16yrs of age & over	Passport Book Only	Passport Card Only	Passport Book & Card	
Each Application MUST have its own check or money order	\$110.00	\$30.00	\$140.00	This amount MUST be a check or money order made payable to: The Department of State
	\$35.00	\$35.00	\$35.00	This amount may be cash, check or money order to: The District Clerk
TOTAL	\$145.00	\$65.00	\$175.00	These Amounts may NOT be combined in one check

15yrs of age & under	Passport Book Only	Passport Card Only	Passport Book & Card	
Each Application MUST have its own check or money order	\$80.00	\$15.00	\$95.00	This amount MUST be a check or money order made payable to: The Department of State
	\$35.00	\$35.00	\$35.00	This amount may be cash, check or money order to: The District Clerk
TOTAL	\$115.00	\$50.00	\$130.00	These Amounts may NOT 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

¹ See Application or website for complete instructions.