

## New Passport Checklist

**All applicants must be present, regardless of age.**

- Your completed application. (Fill out in black ink.)**
  - Form DS-11: Application for a U.S. Passport (DO NOT SIGN the application until instructed to do so during the application process.)
- Proof of U.S. Citizenship (One of the following - original or certified copy)**
  - Birth Certificate issued by the city, county, or state
  - Previously issued, undamaged U.S. Passport\*\*
  - Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate\*\* or Certificate of Citizenship\*\*

\*\*Also requires submission of certified Birth Certificate if applicant is age 15 or younger.
- Primary identification (One of the following - must readily identify the applicant)**
  - Valid Driver's License; if out-of-state, may need additional ID
  - Previously issued, undamaged U.S. Passport
  - Naturalization Certificate
  - Current Military ID (military or dependents) or Government ID (city, state, or federal)
  - Applicants age 16 & 17:** Parent/legal guardian may present Primary ID if minor applicant does not have one.
- Appearing parent/legal guardian (For applicants age 15 and younger)**
  - Applicants age 15 and younger need both parents/legal guardian(s) present to apply
  - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application
  - If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted
  - Applicants age 16 & 17:** It is recommended that at least one parent appear in person with the applicant to show parental awareness.
- One passport photo**
  - One official color photograph taken within the past 6 months.
  - Photograph should be 2"x2", full-face, front view, with a plain white or off-white background
  - Get your photo taken at Centralia Public Library for \$10 (cash, credit card, check or money order)**
- Payment for Applicable Fees: Two fees are payable at the time of application**
  - Check or money order made payable to the U.S. Dept. of State **AND**
  - Cash, credit card (Paypal), check or money order made payable to Centralia Public Library (for execution fee of \$35 + \$10 if we provide their Passport photo)

For further details, printable forms and current passport fees, go to [www.travel.state.gov](http://www.travel.state.gov)  
Passport applications and fee chart are also available in paper at the library.