

## Getting a Passport

1. Complete your form prior to coming in to speed the process. (Do NOT sign the form before coming.) These are fillable PDFs. Complete them online, print out, and bring in, if possible.

Form	Used For
<a href="#">DOS-11</a> (Must Appear In-Person)	<ul style="list-style-type: none"> <li>• Applying for the <a href="#">first time</a></li> <li>• <a href="#">Children under 16</a> applying or renewing</li> <li>• <a href="#">Applicants 16-17</a></li> <li>• Anyone <a href="#">not eligible for Form DS-82</a></li> </ul>
<a href="#">DS-82</a> (Mail-in)	<ul style="list-style-type: none"> <li>• <a href="#">Renewing</a> an adult's passport</li> </ul>
<a href="#">DS-5504</a>	<ul style="list-style-type: none"> <li>• <a href="#">Changing a name</a> within a year</li> <li>• Correcting a <a href="#">passport error</a></li> <li>• Replacing a <a href="#">Limited Validity</a> passport within one or two years</li> </ul>

### 2. Bring your documents

- Identification (Choices)
  - Previous U.S. passport book or passport card
  - Valid driver license (not temporary or learner's permit)
  - Certificate of Naturalization with identifiable photo attached
  - Certificate of Citizenship with identifiable photo attached
  - Official U.S. military or military dependent ID
  - Government employee identification card (federal, state, county, municipal)
  - Current (valid) foreign passport
- Citizenship evidence
  - U.S. birth certificate (CERTIFIED) – no photocopies accepted
  - Full-validity U.S. passport book or card (can be expired)
- Proof of relationship (for children under 16). Both parents must be present.  
The specific documents you need depend on what form you're using.

### 3. Your photo

You need one 2" by 2" color passport photo. See [Passport Photos](#) for requirements and photo examples.

### 4. Your payment – One payment for each application (except for families plying together). One check to U.S. Department of State and another to Joplin Public Library.

- Checks (personal, certified, cashier's, traveler's)
- Money Orders (U.S. postal, international, currency exchange)
- Bank Drafts

For complete information on getting a passport visit <https://travel.state.gov/content/travel/en/passports.html>