New Passport Checklist

All applicants must be present, regardless of age.

☐ Your completed application (Filled out in black ink)
  ☐ Form DS-11: Application for a U.S. Passport
  ☐ Do not sign 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 used, undamaged U.S. Passport* (if available)
  ☐ 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.

☐ Primarily 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 (if available)
  ☐ Naturalization Certificate
  ☐ Current Military ID (military or dependents) of Government ID (city, state, federal)
  ☐ Applicants age 16 & 17: Parent/legal guardian may present Primary ID if primary applicant does not have one

☐ Appearing parent/legal guardian (For applicants age 15 and younger)
  ☐ Applicants 15 and younger must have 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 presented
  ☐ 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" X 2", full-face, front view, with a plain white or off-white background –no glasses
  ☐ CVS and Walgreens take passport photos. Joplin Public Library does NOT take passport photos

☐ 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
  ☐ Payment to Joplin Public Library of $35 for the execution fee (check, money order, cash, credit or debit)

For further details, printable forms, and current passport fees to go www.travel.state.gov.