

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) or 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.