

# Passport Appointment Checklist



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## Required Documents for Adult Applicants

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- Completed DS-11 Forms** in Black Ink. No double-sided applications.

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- Proof of Citizenship**
  - Original/Certified Copy of Birth Certificate
  - Naturalization Certificate
  - Previous U.S. Passport

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- Black and White Copy of Birth Certificate/Naturalization Certificate

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- Valid Government Issued **Photo ID**

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- Black and White Copy of **Front and Back** of ID

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- Passport Photo** (We take photos for applicants over the age of 3 for \$6)

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- Check or Money Order for Each Application (See **Passport Fee Chart**)

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- \$35 Acceptance Fee (Separate from check/money order amount and can be paid with cash or card)

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If you are applying under special circumstances (name change, citizenship through parents, etc.), please see [travel.state.gov](https://travel.state.gov) for full passport requirements.

Our office can make photocopies for 50 cents per copy.

