

# Passport Appointment Checklist



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## Required Documents for Minor 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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  - Proof of Parental Relationship (Birth certificate, adoption decree, etc.)

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  - Black and White Copy of Birth Certificate/Naturalization Certificate

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  - Both Parents' Valid Government Issued **Photo ID**

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  - Black and White Copy of **Front and Back** of Parents' IDs

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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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  - Both parents and child(ren) must be present to complete application process.
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If you are applying under special circumstances (name change, citizenship through parents, one parent applying, etc.), please see [travel.state.gov](https://travel.state.gov) for full passport requirements.

Our office can make photocopies for **50** cents per copy.

