

Passport Application Checklist

Please make sure you have all these items with you before your appointment begins. Please let your acceptance agent know if you need to make copies.

- Filled out application** (in black ink, not printed double-side, full page - not shrunk)

- Passport photo**

- Original birth certificate/proof of citizenship/prior passport or card**
 - Copy of birth certificate/proof of citizenship** (*BIRTH CERTIFICATE COPY REQUIRED IF UNDER 16* even if they had a previous passport/card. Do not need copy of passport or card.)

- Photo ID/Identifying document**

- Copy of front and back of photo ID** (not printed double-sided)
 - If 15 years or under: photo copy front and back of both parents IDs** (not printed double-sided)

- 2 checks/Money orders** (One made out to the "U.S. Department of State" and the other to the "Dover Public Library." The Dept. of State will not accept cash.)

- Any additional documents to prove:**
 - Guardianship/Sole Custody** (court document or form DS-5525)
 - Lost/Stolen passport** (form DS-64)
 - Name change** (court document or marriage certificate)
 - Parental approval if only one parent is in attendance** (under 16 years, form DS-3053)