



CHECKLIST



PASSPORT APPOINTMENTS



Please bring each of these items. You will be asked to reschedule if you do not bring everything listed.

01

Passport form DS-11

Use black ink only with no white-out or scratch outs. Make sure it is not double sided.

02

Proof of U.S. Citizenship (one of the following and a photocopy)

- Original Birth Certificate
- Previously issued, undamaged U.S. passport book or card
- Consular Report of Birth Abroad
- Certificate of Naturalization or Citizenship

03

Primary Identification (one of the following and a photocopy)

- Valid driver's license
- Military ID card
- Previously issued, undamaged U.S. passport book or card

04

Passport Photo (2x2 inches)

We highly recommend finding a place that does photos professionally. Visit travel.state.gov for photo guidelines.

05

Parent/guardian (for minors)

- Ages 16-17: One parent must be present and provide copies of IDs for the applicant and the parent (front and back).
- Ages 15 and younger: Both parents must be present unless Form DS-3053 has been completed and notarized along with a front and back copy of the non-appearing parent's ID, or original supporting documentation of sole legal custody (e.g. court order, death certificate, etc.) is provided.
- Minors without a previously issued passport must submit an original birth certificate. Minors with a previously issued passport can submit a copy of the birth certificate.

06

Payment

- Two separate payments are required.
- Credit/debit cards are not accepted.
- U.S. Dept. of State fee: check or money order
- Dover Public Library fee: check, money order, or cash