

## 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**
  
- Birth certificate/Proof of citizenship/Prior passport or card**
  - Copy of birth certificate/Proof of citizenship** (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)