# U.S. Passport Checklist – Adult 16 Years Old and Up

Please make sure you have the following when coming in for your passport appointment.
Mark off this checklist and bring it with you to your appointment. If it has been less than 5 years that your adult passport has expired, you can renew it yourself using the DS-82. No appointment is needed for that form.

[ ]  Please make sure the applicant is present at the appointment. If you are between the ages of 16-17, please also have one parent present or a check from your parent.

[ ] Proof of Citizenship:

* Certified Copy of Birth certificate (must include name, date & place of birth, file date, signature of the registrar or custodian of birth records, seal (raised, embossed, or mutli-colored authorized seal), full name of parent/s),
* Naturalization certificate (signed)
* Expired Passport Book or Card (not damaged, normal wear and tear is ok but any pages or covers missing, extensive water damage, alterations, or any damage affecting readability of the visa and/or data pages will likely be unacceptable)

 ☐ Identification of applicant – photocopies will be taken of these, must be one of the following:

* In-State Fully Valid Driver’s License (not temporary or learner’s permit)
* Fully-valid, undamaged U.S. Passport Book or card (with recognizable photo, can be expired)
* Certificate of Naturalization
* Certificate of Citizenship
* Government Employee ID
* U.S. Military or Military Depended ID
* Current (valid) Foreign Passport
* Matricula Consular (Mexican Consular ID)
* Permanent Resident Card (Green Card)
* Or submit 2 of the following:
	+ Out-Of-State Driver’s License
	+ Out-Of-State Non-Driver ID
	+ Social Security Card
	+ Learner’s or Temporary Driver’s Permit
	+ Voter Registration Card
	+ Employee ID
	+ Student ID
	+ Selective Service (Draft) Card
	+ Expired Driver’s License
	+ Membership Card in local social organization or club
	+ Form DS-71, for an Identifying Witness

 ☐ A personal check, cashier’s check, or money order per application

 ☐ Passport Photo – unattached to the application

 ☐ Completed filled out DS-11 form, in black ink with no white out or scratch outs, and not signed.

 ☐ Please make sure that the answer to the question on page two, mother's name at birth, it is the name of the mother at the mother's birth, not the applicant, so the maiden name.

 ☐ If your passport was lost or stolen fill out the DS-64 form or submit this form online.

**FEES**

$130.00 for Adult Passport Book
$30.00 for Adult Passport Card
$160.00 for Adult Passport Book & Card
$60.00 for Expedited Services per application – Currently Expedited Services take 3-5 weeks upon receipt of application.
$19.53 for 1-2 Day Delivery Service of Book only from where book is printed to your home per application.
$150.00 for File Search Fee – Someone who has previously been issued a passport or Report of Birth Abroad may submit this if applicant has no proof of citizenship.
$24.90 for Priority Mail Express from the library to the lockbox (where your application is scanned and money is taken).
$35.00 Execution Fee per application

Routine Applications are currently taking 6-9 weeks upon receipt of application.