



PASSPORT APPLICATION CHECKLIST



APPLICATION DS - 11

Please fill out forms before your appointment

- ☐ Black ink or type
- ☐ No white out or corrections
- ☐ Do not sign

If printed from your computer make sure application is

- ☐ Two separate pages (single-sided)
- ☐ Didn't shrink
- ☐ Wasn't cut off at the top or bottom

SOCIAL SECURITY NUMBER IS REQUIRED ON ALL APPLICATIONS

PROOF OF CITIZENSHIP

ADULT (16 AND UP) (one of the following)

Original or Certified Copies (not photocopies)

MINOR (Under Age 16) (one of the following)

- ☐ *Certified U.S. Birth Certificate
- ☐ Certificate of Naturalization
- ☐ Current or expired U.S. passport
- ☐ Certificate of Citizenship
- ☐ Consular Report of Birth Abroad or
- ☐ Certification of Birth

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- ☐ Note: Include Previous Passport
(current or expired)

**California birth Abstracts and Hospital birth certificates are NOT acceptable*

Minor under Age 16 must show parental relationship: You must submit documentation that lists the parent(s) or legal guardian(s) of the child applying for a passport. The following may be used to show parental relationship: certified U.S. birth certificate, foreign birth certificate, adoption decree and divorce/custody decree.

Note: Some documents like U.S. Birth Certificate show both U.S. Citizenship and parental relationship.

PROOF OF IDENTIFICATION

ADULT (16 AND UP)

MINOR (Under Age 16)

Aged 16-17 recommend one parent attend for parental awareness.

Both parents or guardians must be present.

One of the following:

- ☐ Valid driver's license or I.D. card
- ☐ Valid or expired U.S. passport book or card
- ☐ Certificate of Naturalization with attached photo
- ☐ Certificate of Citizenship with attached photo
- ☐ Military I.D.
- ☐ Government employee I.D.
- ☐ Current valid foreign passport
- ☐ U.S. Permanent Resident Card (Greencard)
- ☐ Trusted Traveler IDs

Parent's Identification

One of the following:

- ☐ Valid driver's license or I.D. card
- ☐ Valid or expired U.S. passport book or card
- ☐ Certificate of Naturalization with attached photo
- ☐ Certificate of Citizenship with attached photo
- ☐ Military I.D.
- ☐ Government employee I.D.
- ☐ Current valid foreign passport
- ☐ U.S. Permanent Resident Card (Greencard)
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PASSPORT PHOTOS

PASSPORT FEES

- ☐ 1 color photo 2" x 2" (optional: City of RSM provides passport photo service)
- ☐ Taken within last 6 months

- ☐ Check or Money Order - U.S. Department of State fee
- ☐ Check, money order, or cash - Acceptance facility fee

IMPORTANT INFORMATION REGARDING MINORS (Under Age 16)

- All passport applicants must apply IN PERSON regardless of age.
- Both parents must be present with acceptable identification.
- If one parent is unavailable, a notarized Form DS - 3053 Statement of Consent from absentee parent can be submitted; include photocopy of front and back of ID that was presented to notary public.