

# THE PASSPORT CHECKLIST

travel.state.gov  
1-888-874-7793

COMPLETE this checklist PRIOR to your appointment. If you come without the proper documentation, you will need to reschedule your appointment.

START HERE

You can apply in person at the Butterfield Library, or any other passport acceptance facility, using Form DS-11 *if at least one of the following is true:*

- Are you applying for your first U.S. passport?
- Are you under age 16?
- Was your previous U.S. passport issued when you were under age 16?
- Was your previous U.S. passport lost, stolen, or damaged?
- Was your previous U.S. passport issued more than 15 years ago?

If ***none*** of the above statements apply to you, you may be eligible to **RENEW** \*your passport using Form DS-82.

**\*The library cannot process passport renewals; you must complete and mail a renewal on your own.**

NEXT

Based on the checklist above, I am ***not*** eligible for a passport renewal:

- True
- False

**If true, please turn over and complete the next set of checklists.**

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## FORM DS-11

### Form DS-11: Application for a U.S. Passport

- Download or print Form DS-11.
- I have completed Form DS-11.

**\*You must complete form DS - 11 on your own and prior to the passport appointment. If not, you will need to reschedule the appointment.**

## CITIZENSHIP

You must submit one of the following. Your evidence must be an original or certified, physical copy. A certified copy is any document that has the seal or stamp of the official issuing authority.

- Fully-valid, undamaged U.S. passport (may be expired)
- U.S. birth certificate that meets the following requirements:
  - Issued by the city, county, or state of birth
  - Lists your full name, date of birth, and place of birth
  - Lists your parent(s)' full names
  - Has the date filed with registrar's office (must be within one year of birth)
  - Has the registrar's signature
  - Has the seal of the issuing authority
- Consular Report of Birth Abroad or Certification of Birth
- Certificate of Naturalization
- Certificate of Citizenship

**If you cannot submit one of the above acceptable documents, or for more information, please see [Citizenship Evidence on travel.state.gov](#).**

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## CITIZENSHIP

Submit a photocopy of front (back, if there is printed info) of the U.S. citizenship evidence you're providing to us.

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single sided

## PRESENT ID

You must present 1 of the following identification documents to the agent. If you present an out-of-state ID, you must present additional ID.

- Valid or expired, undamaged U.S. passport book or passport card
- In-state, fully valid driver's license or enhanced driver's license with photo
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee ID (city, county, state, or federal)
- U.S. military or military dependent ID
- Current (valid) foreign passport
- Matricula Consular (Mexican Consular ID) - commonly used by a parent of a U.S. citizen child applicant
- U.S. Permanent Resident Card (Green Card) - commonly used by a parent of a U.S. citizen child applicant
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- Enhanced Tribal Cards and Native American tribal photo IDs
- Other documents: In-state, fully valid learner's permit with photo, In-state, fully valid non-driver ID with photo, and temporary driver's license with photo. Note: you may be asked to present an additional ID when presenting one of these 3 documents.

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## PHOTOCOPY OF ID

Submit a photocopy of the front (and back, if there is printed information) of each ID that you present when you apply.

Photocopies must be:

- Legible
- On white 8.5"x11" standard paper
- Black and white
- Single sided

## SPECIAL CIRCUMSTANCES

If any of the below categories apply to you, you may have additional requirements for your passport application. Please see the relevant page for more information.

- Children under 16
- Children 16-17
- Previous passport was lost or stolen
- Owe >\$2500 in child support
- Requesting a sex marker change

## PHOTO

You must provide one photograph with your application. To avoid processing delays, be sure your photo meets all photo requirements.

Butterfield Library provides photo services for \$10.

Turn to the next page to calculate your Passport Fees

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## FEES

Fees are paid separately as follows:

- 1) Passport product by check or money order only, to the U.S. Department of State.
- 2) Execution (Acceptance) fee to Butterfield Library by personal check, money order, credit card, or cash.

## ADULT FEES

Adult Applicants (Age 16 and older):

PRODUCT	FORM	APPLICATION FEE	EXECUTION FEE
Passport Book	DS-11	\$130	\$35
Passport Card	DS-11	\$30	\$35
Passport Book & Card	DS-11	\$160	\$35

*Processing time is generally 6-8 weeks, see travel.state.gov for up-to-date timeframe.*

## CHILD FEES

Child Applicants (Age 15 and younger):

PRODUCT	FORM	APPLICATION FEE	EXECUTION FEE
Passport Book	DS-11	\$100	\$35
Passport Card	DS-11	\$15	\$35
Passport Book & Card	DS-11	\$115	\$35

## EXPEDITED FEES

Expedited fee: \$60\*

*\*Additional mailing fees will apply.*

*\*\*See travel.state.gov for up-to-date processing timeframe.*