

What do I need for a NEW passport?

Before you see a Passport Acceptance Agent, please review this checklist for all of your required paperwork, and payments. If you want to renew your passport, you must fill out a DS-82 and mail in your application.

Application(s)

Completed DS-11 application in **BLACK INK**. If you printed the application from the internet, make sure that it is NOT double sided. Do not sign application until asked to by agent.

Valid Photo Identification (& Copy)

Applicants and parents of applicants under 16 must have a valid photo ID. Proper ID guidelines are found at travel.state.gov

Original Proof of Citizenship (& Copy)

Such as certified, original, long form birth certificates, naturalization papers, or a U.S. Passport for applicants over the age of 16.

Current Passport Photo (2" X 2")

Passport photos may be taken at CVS, Walgreens, Wal-Mart and other stores. Please note that eyeglasses must be removed for passport photos, and must be taken in the last **6 months**.

Fees Checks or money order made payable to U.S. Department of State

Adult(16+)—Passport Book \$110 _____ Passport Card \$30 _____ Both \$140 _____
Minor—Passport Book \$80 _____ Passport Card \$15 _____ Both \$95 _____
Expedite Fee \$60 _____ 1-2 Day Delivery \$17.13 _____

Cash, credit card, or check made payable to **Shorewood-Troy Public Library**

Execution Fee \$35 _____ Priority Mail Express (optional) \$26.35 _____

