

All applicants must be present, regardless of age.

☐ **Your completed application (Filled out in black ink)**

- ☐ Form DS-11: Application for a U.S. Passport
- ☐ **Do not** sign application until instructed to do so during the application process

☐ **Proof of U.S. Citizenship (One of the following- original or certified copy)**

- ☐ Birth Certificate issued by the city, county, or state
- ☐ Previously issued, undamaged U.S. Passport*
- ☐ Consular Report of Birth Abroad of Certification of Birth
- ☐ Naturalization Certificate* or Certificate of Citizenship*
- *Also requires submission of certified Birth Certificate if applicant is age 15 or younger.**

☐ **Primary Identification (One of the following- must readily identify the applicant)**

- ☐ Valid Driver's License (If out-of-state, may need additional ID)
- ☐ Previously issued, undamaged U.S. Passport (if available)
- ☐ Naturalization Certificate
- ☐ Current Military ID (military or dependents) or Government ID (city, state, federal)
- ☐ **Applicants age 16 & 17:** Parent/legal guardian must present Primary ID if primary applicant does not have one

☐ **Appearing parent/legal guardian (For applicants age 15 and younger)**

- ☐ **Applicants 15 and younger must have both parents/legal guardian(s) present to apply**
- ☐ If only one parent/legal guardian can appear, form DS-3053 must be submitted with application
- ☐ If one parent/guardian has sole custody, certified proof of sole legal custody must be presented
- ☐ **Applicants age 16 & 17:** At least one parent appear in person with the applicant to show parental consent

☐ **One Passport Photo**

- ☐ One official color photograph taken within the past 6 months
- ☐ Photograph should be 2" X 2", full-face, front view, with a plain white background- no glasses
- ☐ Joplin Public Library takes passport photos for \$15 each, or you may bring your own taken at another location

☐ **Payment for Applicable Fees: Two fees are payable at the time of application**

- ☐ Check or money order made payable to the U.S. Dept. of State **AND**
- ☐ Payment to Joplin Public Library of \$35 for the execution fee (check, money order, cash, credit or debit)

For further details, printable forms, and current passport fees, go to travel.state.gov.