

Passport Applicant Checklist

Before checking in with the Agent you must have photocopies of all original documents, and the following:

1. Two forms of payment required.

- US Department of State Payment is check only per application and/or family.
- City of Kirkland payment: credit card, cash, or check per application

2. Completed and unsigned passport application

3. One professional passport photo

4. Original or certified birth certificate* plus front and back photocopied

Or **original naturalization Certificate* plus front and back photocopied**

*required for all applicants 15 and under regardless of previous passport

5. Most recent passport (current or expired), if you have ever had a passport

- Must be submitted with your application unless it is lost or stolen (Form DS-64 required)

6. Photo ID plus front and back photocopied

- Valid identification is required. Examples include: out of state, WA State ID card or a Newly Issued Driver's License (1 year or newer)

7. Name change documentation: This may include a certified or original marriage certificate, adoption decree, divorce decree, or court order, plus front and back photocopied

8. Every person applying for a passport must be present:

- This includes infants, children, parents and etc.
- Both parents must be present if applying for a minor, 15 and under. City Hall is practicing social distancing and are asking for those who are only applying for a passport to attend the appointment.