

# Passport Applicant Checklist

- Please bring the required documents and respective copies to the appointment
- If documents are missing, we will have to reschedule the appointment

For more information visit [travel.state.gov](https://travel.state.gov)  
or call NPIC 1-877-2778 for more information.

The US State Department requires the following documents for a passport application:

## 1. Completed but not signed DS-11 Passport Application

- 16 & 17 yrs need **one parent** with ID, under 16 yrs old need **both parents** with ID's
- DS-82 Passport Renewal Applications are by mail only  
<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>
- If previous passport is lost or stolen: Complete a DS-11 and DS-64

## 2. Proof of U.S. Citizenship – Front and back copies

- Original Certified Birth Certificate; or
- Original Naturalization Certification; or
- Original Certification of a Report of Birth Abroad; or
- U.S. Certificate of Citizenship

**\*Proof of US Citizenship required for all applicants 15 and under, regardless of previous passport \***

## 3. Payment to US Department of State - Passport application fee and shipping costs

- Accepted payment methods: **Personal Check, Money Order, Cashier's Check or Bank Check**
- One check per each application:
  - Write Applicants **Full Name** and **Date of Birth** in the Memo Line
- Check or Money Order made payable to: **US Department of State**

PETER KIRK  
123 Fifth Avenue  
Kirkland, WA 98033

1001

DATE \_\_\_\_\_

PAY TO THE ORDER OF **U.S. Department of State** \$ **\$Varies**

Two hundred thirty nine and 53/100 DOLLARS Secured Feature  
Details on Back

Bank Name  
 Bank Address

MEMO Sarah Kirk  
DOB: 07/04/1973

*Legal Signature*

⑆000123456⑆ 00123456789⑆ 1001

#### 4. City of Kirkland – \$35 per application Agent Processing Fee

- a. Accepted payment methods: **Visa, Mastercard, Cash, Check, Money Order**
- b. Check or Money Order made payable to: [City of Kirkland](#)



#### 5. Valid Photo Identification \*16 years and older\*

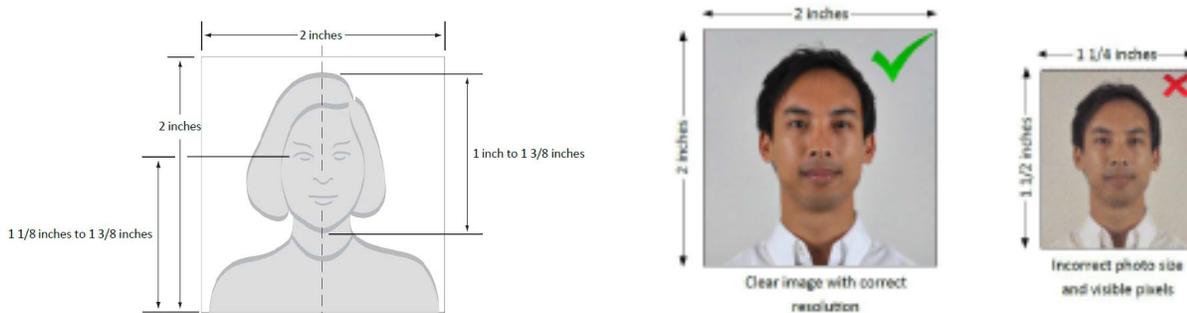
- a. Primary Photo ID: WA State ID or Driver License, Valid and undamaged Passport Book or Card
  1. For more identification options click the link: [US Department of State ID Requirements](#).
  2. Out of state photo ID requires secondary photo identification: Work or industrial ID, school or college ID, foreign passport.
  3. 16 & 17 yr old – if no WA State ID: school ID with parent photo ID and parent signature

#### 6. Name change documentation

- a. This may include a certified or original marriage certificate, adoption decree, divorce decree, or court order
- b. Front and back Photocopies of documents required

#### 7. One professional passport photo

- a. **Photo Size Requirement:** The passport photograph must be 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should not be less than one inch or more than 1 3/8 inches.



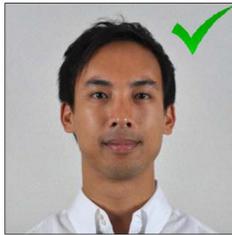
- Printed on matte or glossy quality paper
- Clear with no printer dots or smudges
- Must be taken within the last 6 month
- Photo must not be damaged or have any creases or holes

**b. Head Size and Position**

- Photo must be sharp, in focus with fine detail
- Pixels or printer dots must not be visible
- Head must be centered and sized according as requirements listed above
- Head must be facing forward
- Camera must not be too close or too far away from the subject

**c. Head Covering**

- If you wear a head covering for religious or medical purposes, submit a signed statement that verifies that the head covering in your photo is part of traditional religious attire worn continuously in public.
- If you wear a head covering medical purposes, submit a signed statement that verifies that the head covering in your photo is used daily for medical purposes .



Correct size and position



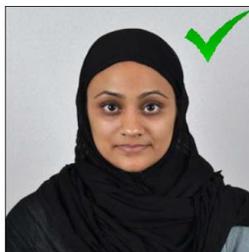
Too large



Correct contrast and color



Contrast too high



Scarf worn for religious reasons;  
full face oval is visible



Headscarf covers portion  
of the face



Glasses removed for  
passport photo



Glasses cannot be worn