

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. One payment for US Department of State and a separate payment for the City of Kirkland

- **US Department of State**
 - Accepted payment methods: Personal Check, Money Order, Cashier's Check or Bank Check
 - One check per each application
 - Check made payable to: **US Department of State**
- **City of Kirkland**
 - Accepted payment methods: Visa, MasterCard, Cash, Check

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

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

2. Completed and unsigned passport application

3. One professional passport photo

4. Original Certified Birth Certificate or Original Naturalization Certificate

- Front and back photocopies required
- 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

- Submitted with your application
- DS-64 is lost or stolen ~~SOHDVHERILWLPESLWHTL~~ form

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- Primary Photo ID: WA State ID or Drivers License, Valid and undamaged Passport Book or Card
- Out of state photo ID requires secondary photo identification
- 16 & 17 yr olds if no WA State ID: can use school ID, parent photo ID and required parent signature

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