

General Passport Checklist

This information is for first time passport applicants 16 or older who are U.S. citizens. For more information go to <http://travel.state.gov>

- ☐ Fill out form DS-11
 - Use black ink or fill out online and print as two separate pages
 - If you make a mistake, you will need to complete a new form
 - The passport acceptance agent will attach the photograph
 - Signing the form must happen in the presence of the acceptance agent during the appointment

- ☐ Certified Birth Certificate
 - Should have the seal and signature of the state registrar
 - Should have the full names of applicant's parents
 - If you need to get a new birth certificate/official copy go to:
<https://www.cdc.gov/nchs/w2w/index.htm>

- ☐ Photograph
 - Viking Travel does passport photos that meet government requirements

- ☐ Photo ID
 - If you have an out of state ID (not Alaskan) – secondary ID will be required

- ☐ The Department of State can only accept checks or money orders for passport books and cards. Call for current charges or go to travel.state.gov

- ☐ Separate payment to the library for processing and handling may be by credit, debit, cash or money order. Call for current charges or go to travel.state.gov

- ☐ Passport processing is available by appointment only.
Monday: 7:30am – 3:00pm / closed holidays
Tuesday: 7:30am – 10:00am
Friday: 8:30am – 10:00am

Call 772-3349 to schedule an appointment.

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