

Checklist- What to Bring when Applying for Passport

Applications accepted 8:00 a.m. - 3:30 p.m.

<input type="checkbox"/>	Completed Passport Application (DS-11)	Form DS-11 must be typed or completed in black ink. Do not sign the form. Form DS-11 can be downloaded from the U.S. Department of State web site.
<input type="checkbox"/>	Passport Photo	One 2" x 2" color photo taken within the last six months. Front view with a white or off-white background. Passport photo service is \$15 if you want us to take your photo.
<input type="checkbox"/>	Evidence of U.S. Citizenship	An original of one of the following documents: <ul style="list-style-type: none"> ● Certified U.S. Birth Certificate (must include full names of both parents) ● A Certificate of Naturalization or Certificate of Citizenship ● An expired U.S. passport ● A Consular Report of Birth Abroad <p>Your citizenship document will be submitted with the application and will be returned to you by mail after you receive your new passport.</p>
<input type="checkbox"/>	Identification	The identification must be current and government issued containing your signature and photograph or physical description: <ul style="list-style-type: none"> ● A valid Driver's License or Identification Card ● A U.S. Passport ● An official Military Identification card ● A Certificate of Naturalization or of Citizenship <p>You must also submit a photocopy of both sides of the identification.</p>
<input type="checkbox"/>	Additional Documents	Applicants who have changed their name must provide an official copy of the Marriage License or a Court Order. Supporting documents are required in cases of adoption, sole custody of a minor, or guardianship of a minor.
<input type="checkbox"/>	Acceptable forms of payment	Payment to U.S. Department of State (Passport fee) must be made by check or money order. Payment to DeSoto County Chancery Clerk (\$35.00 Execution Fee and \$15.00 photo fee) can be made by check, money order, credit card or cash. Optional Expedite Service Fee and 1-2 Day Delivery Fees must be made by check or money order to U.S. Department of State.
<input type="checkbox"/>	Children under 16 years old	Both parents or legal guardian and the child must appear in person. Please see the U.S. Department of State web site for allowable exceptions. Both parents must present valid identification.

Only use forms from <http://travel.state.gov>

Beware of other scam websites that charge for forms! Forms are free.