

NAME & PHONE \_\_\_\_\_ # of applicants \_\_\_\_\_ card or book

APPT DATE & TIME \_\_\_\_\_ STAFF ASSIGNED \_\_\_\_\_

**PLEASE CONFIRM DOCUMENTATION WHEN MAKING APPOINTMENT:**

**Passport Application**

- Completed Form DS-11 "Application for a U.S. Passport"  
DO NOT SIGN APPLICATION

**Proof of Citizenship**

Acceptable Primary documents:

- previously issued passport OR a certified, government-issued birth certificate OR a consular report of birth abroad OR a naturalization certificate/certificate of citizenship.
- photocopy of the citizenship evidence EXCEPT if it is a previously issued passport.

If none of these documents is available, secondary documentation may be provided, such as a hospital birth certificate or early school records, *accompanied by* a birth record, birth affidavit or a government-issued letter noting that no birth record can be found. *Visit <http://state.travel.gov> for more information about secondary documents needed.*

**Proof of Identity**

- previously issued passport OR naturalization certificate OR valid driver's license OR official military ID card or military dependent ID card OR other current government-issued ID.
- photocopy of the identity documents also must accompany the passport application. The copy must be made on a single side of white, letter-size paper and the front and back of the ID must be included.

Applicants without the above, may submit *several* forms of secondary identification, such as a social security card, credit card and an employee ID, or have an identifying witness swear to their identity. *Visit <http://state.travel.gov> for more information about secondary documents needed.*

**A Passport Photograph**

- A single 2-by-2-inch passport photo. Rite Aid offers passport photo service.

**Additional Documentation for Children**

for minors under 16:

- proof of identity for the parents in lieu of proof of the child's identity.
- proof of relationship between the child and her parents or guardian, (a birth certificate, adoption decree or court order)
- If both parents are not present when the child's application is submitted, proof of sole guardianship or a notarized statement from the absent parent granting permission for a passport to be issued also must accompany the application.

**CHECKS ONLY! One check for each passport application with applicable fees;  
Separate check to Baker Free Library for each \$25/application processing.**

**For further information, visit <http://travel.state.gov>**