WINDMILL LIBRARY
PASSPORT APPLICATION CHECKLIST

FILLING OUT THIS CHECKLIST IS NOT A SUBSTITUTE FOR MAKING AN APPOINTMENT.
ALL PASSPORT APPOINTMENTS MUST BE SCHEDULED AT ThelibraryDistrict.org/Passports.

DS-11 APPLICATION FOR A U.S. PASSPORT

Please fill out all forms before your appointment.

☐ Black ink only, print or type
☐ No white out
☐ No crossed out mistakes
☐ Unsigned

If printed from your computer, make sure the application is:

☐ Two separate pages
☐ Full size
☐ Not cut off at the bottom

If any of the above are unchecked, your application is INVALID. You must start over with a new application form.

PROOF OF CITIZENSHIP

All applicants must present one (1) of the following:

☐ Certified U.S. birth certificate*
☐ Certificate of Naturalization
☐ Current or expired U.S. passport**

* California or Texas birth abstracts and hospital birth certificates are NOT ACCEPTABLE.

** FOR MINORS (AGES 15 AND UNDER): when submitting a current or expired U.S. passport, a certified U.S. birth certificate must be presented during the appointment. A photocopy will be submitted with the application.

PROOF OF IDENTIFICATION

One (1) of the following for each ADULT APPLICANT (AGES 16 AND UP) OR EACH PARENT OF A MINOR APPLICANT (AGES 15 AND UNDER)

☐ Valid driver’s license—Nevada preferred*
☐ Valid U.S. passport book or card
☐ Certificate of Naturalization with attached photo**
☐ Certificate of Citizenship with attached photo
☐ Military I.D.
☐ Government employee I.D.
☐ Current valid foreign passport

* Please visit TRAVEL.STATE.GOV to find acceptable alternative options to a Nevada driver’s license.

** If submitting a Certificate of Naturalization as proof of citizenship, an alternative form of identification is required.

PASSPORT FEES

☐ Application Fee (amount varies)—Check or Money Order* made out to the U.S. Department of State. Visit travel.state.gov for up-to-date pricing.
☐ Execution Fee ($35)—Credit/Debit or cash*
☐ Photo Fee ($12)—Credit/Debit or cash*

* Please submit a separate check for each application.

* No bills larger than $20 are accepted.

IMPORTANT INFORMATION REGARDING MINORS (AGES 15 AND UNDER)

- All passport applicants must apply in person, regardless of age.
- Both parents must be present with acceptable identification (see above).
  - If one parent is unavailable, a notarized DS-3053 Statement of Consent for Issuing a Passport to a Child from the absent parent can be used with a front and back photocopy of the parent’s acceptable identification.