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. PASSPORT APPOINTMENTS ARE AVAILABLE:

MON: 4 PM–6 PM, TUE: 12 PM–7 PM, WED–FRI: 10 AM–5 PM, SAT–SUN: 10 AM–12 PM

NOTE: IF YOU ARE MORE THAN FIVE (5) MINUTES LATE FOR YOUR APPOINTMENT, YOU WILL NEED TO RESCHEDULE FOR A FUTURE DATE.

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
☐ Military I.D.
☐ Government employee I.D.
☐ Current valid foreign passport
☐ Certificate of Naturalization with attached photo**
☐ Certificate of Citizenship with attached photo

* 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*

* 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).
  o 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.
