

# 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](http://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](http://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](http://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.