

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**—Check/Money Order* to the U.S. Department of State. See travel.state.gov for current prices.
 - 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.

Payments must be submitted for the correct amount.

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.