

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**. The Library District uses a rolling 14-day calendar to schedule passport appointments. New appointments become available daily at midnight.

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
- Two separate pages
- Full size
- Not cut off at the bottom
- Proof of citizenship

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

1. **Application Fee:** Check/Money Order* to the U.S. Department of State. See Travel.State.gov for current prices.
2. **Execution Fee:** (\$35)—Credit/debit or cash**
3. **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.