



# U.S. Passport Checklist

- Complete the [DS-11 application](#) using **BLACK INK ONLY** and free of marked correction errors

The next section requires **black and white photocopies on 8 1/2" x 11" paper** for each starred★:

- [Proof of U.S. Citizenship:](#)** ★ (One of the following: — must be original or certified copy & photo copied)
  - Birth Certificate issued by vital records
  - Consular Report of Birth Abroad or Certification of Birth
  - Naturalization Certificate or Certificate of Citizenship
  - Previously issued, undamaged U.S. Passport
- [Proof of Identity:](#)** ★ (One of the following — must easily identify the applicant original & photo copied)
  - Valid Driver's License; if out-of-state, may need additional ID
  - Previously issued, undamaged U.S. Passport
  - Naturalization Certificate
  - Current Military ID (military or dependents) or Government ID (city, state or federal)
  - Applicants **ages 16 & 17:** A parent/legal guardian may present as primary ID if minor does not have acceptable ID
- [Passport photo:](#)**
  - Official color photograph 2" x 2" taken within the past 6 months
  - Arrive 10 min. early for photos taken at Testing Center - \$15 fee (credit, debit, check, or cash)**
- [Pay Passport Fees:](#)** Fees are paid separately at the time of application
  - Check or money order made payable to the *U.S. Department of State*, AND
  - Check, money order, debit or credit card made payable to **"WWU"** (for Execution fee of \$35)  
For further details, forms and current passport fees go to [www.travel.state.gov](http://www.travel.state.gov)

- 
- [Applicants under age 16:](#)**★
    - Applicants ages 15 and younger must have **both** parents/legal guardian(s) present
    - Original or certified Birth Certificate must be presented for proof of parental relationship & copied
    - If only one parent/legal guardian can appear, form DS-3053 must be submitted with application
    - If one parent/guardian has sole custody, certified proof of sole legal custody must be submitted and photo copied
    - Proof of Identity from each parent per application &( photo copy)
  - [Applicants age 16 & 17:](#)** ★
    - It is recommended that at least one parent appear in person with the applicant to show parental awareness
    - Original or certified Birth Certificate &( photo copy)
    - Proof of Identity from applicant - Parent/legal guardian may present their Primary ID if minor applicant does not have one &( photo copy)

**PASSPORT FEES**

<b>Adult (16 yrs. +)</b>	<b>Book Only</b>	<b>Card Only</b>	<b>Book + Card</b>
Application -Routine	\$130	\$30	\$160
Application -Expedite	\$190	\$90	\$220
Application + Express + Delivery	\$149.53	N/A	\$179.53
Application + Expedite + Delivery	\$209.53	N/A	\$239.53
<b>Minor (under 16 yrs.)</b>	<b>Book Only</b>	<b>Card Only</b>	<b>Book + Card</b>
Application -Routine	\$100	\$15	\$115
Application -Expedite	\$160	\$75	\$175
Application + Express + Delivery	\$119.53	N/A	\$134.53
Application + Expedite + Delivery	\$179.53	N/A	\$194.53

The above fees are made payable to the **U.S. Department of State**

Only the following are accepted: **personal check, cashier check, or money order**

- Make sure the name and birthdate of the applicant is printed on the top of the check.

Execution of application separate payment to **Western Washington University (WWU)**

Execution Fee – \$35 (Regulated fee by the Passport Agency collected at all Acceptance Facilities )

- Payable by **credit, debit, check, money order, or cash**

✚ For further details, forms and current passport fees go to [www.travel.state.gov](http://www.travel.state.gov)

✚ National Passport Information Center 1-877-487-2778

✚ Western Washington University Testing Center 360-650-3080

