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

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<thead>
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<th></th>
<th>Book Only</th>
<th>Card Only</th>
<th>Book + Card</th>
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<td>$160</td>
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<tr>
<td>Application -Expedite</td>
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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
National Passport Information Center 1-877-487-2778
Western Washington University Testing Center 360-650-3080