

PASSPORT CHECKLIST

1. Complete form DS-11 at <https://travel.state.gov> or pick it up at any post office. If complete it online, you'll need a printer to print the application.
2. Take the completed DS-11 and apply in person at [passport acceptance facility](#) (post office, library or clerk of courts). Most facilities require an appointment.
3. Make sure to take ORIGINAL OR CERTIFIED COPY of birth certificate as proof of U.S. citizenship.
4. Take valid ID: driver's license, old passport, government employee ID, or military ID.
5. Provide photo. Photo services are provided at CVS, Walgreen or post office for a fee.
6. **FEES:**

| Product | Form | Application Fee | Acceptance Facility Fee |
|----------------------|-----------------------|---|---|
| | | Check or money order made payable to "US Dpt. of State" | payable to the facility. Separate payment |
| Passport Book | DS-11 | \$130 | \$35 |
| Passport Card | DS-11 | \$30 | \$35 |
| Passport Book & Card | DS-11 | \$160 | \$35 |

7. If you need to **RENEW** your passport, click here: [Passport Renewal](#)