Thank you for registering for your passport appointment. Please be sure to bring the following items to complete your application. This is merely a guide for most applicants; however, for full instructions, please visit the State Department’s official website: http://travel.state.gov

1. A completed DS-11 Application Form

2. Proof of U.S. Citizenship (one of the following):
   - Previously issued, undamaged, and fully valid U.S. Passport (can be expired)
   - Certified U.S. Birth Certificate (must meet all of the following requirements):
     - Issued by the City, County, or State of birth
     - Lists bearer's full name, date of birth, and place of birth
     - Lists parent(s) full names
     - Has date filed with registrar's office (must be within one year of birth)
     - Has registrar's signature
     - Has seal of issuing authority
     - *Photocopies and notarized copies are unacceptable*
   - Consular Report of Birth Abroad or Certification of Birth
   - Naturalization Certificate
   - Certificate of Citizenship

3. A current Driver’s License or Military ID or State Issued ID

4. One recent, color 2” x 2” photo (Library can take photos for ages 3+ for $15)

5. Fees:
   - Payment 1: Check or money order payable to the U.S. Department of State
     - Adult Passport Book $130
     - Adult Passport Card $ 30
     - Minor Passport Book $100
     - Minor Passport Card $ 15
   - Payment 2: Card, cash, check or money order payable to UAPL
     - Execution Fee $ 35
     - Photo $ 15
   - Other fees may apply, visit http://travel.state.gov for more options

6. Applications for Minors: There are special instructions for minors under 15 years of age, and those who are ages 16-17. Visit http://travel.state.gov for more details.