Checklist for NEW PASSPORTS

Payment for Application Fees
All fees are due at the time of application. See chart.

- Payments made to the Department of State must be made by check or money order. NO DEBIT/CREDIT CARDS. (Passport book/card, etc.)
- Payments made to the Library can be made by cash, check, money order or credit card. (Application fee, photo, etc.)

Passport Renewals visit: travel.state.gov for detailed instructions, printable forms and renewal information.

Those applying for NEW Passports should bring:

- Form DS-11: Application for a U.S. Passport*
- Do not sign application until instructed to do so by an Acceptance Agent
- See travel.state.gov for details and printable forms
- *The Library has the forms or you may download them from travel.state.gov. We can help you complete the form. Black pen must be used.

Proof of U.S. Citizenship (one of the following):

- Certified birth certificate issued by the city, county, or state
- Consular Report of Birth Abroad or Certification of Birth
- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Certificate of Citizenship

Primary Identification (one of the following):

- Previously issued, undamaged U.S. Passport
- Naturalization Certificate
- Valid Driver’s License
- Current Military ID (military or dependents)
- Current Government ID (city, state, or federal)
- Applicants under 18: parent/legal guardian may present their ID if applicant does not possess identification

Appearing parent/guardian (for minors 15 and younger):

- Applicants will need both parents/legal guardians present
- If only one parent/legal guardian can appear, form DS-3053 must be submitted with application. See travel.state.gov for details and printable forms*
- If only one parent/guardian is legally responsible, they must submit certified proof of sole legal custody

One passport photo:

- An official color passport photo. It should be 2” x 2” with a full-face, front view, a plain white or off-white background, and should have been taken within the past 6 months.
- Passport Services staff can take your photo for an additional $5.

Stay up-to-date with passport fees at: toledolibrary.org/passport

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PLEASE NOTE: Two SEPARATE payments are required.